

SOLICITATION, OFFER AND AWARD1. THIS CONTRACT IS A RATED ORDER
UNDER DPAS (15 CFR 700)

RATING

DO-S10

PAGE OF PAGES

1 56

2. CONTRACT NUMBER

3. SOLICITATION NUMBER

N00178-03-R-2023

4. TYPE OF SOLICITATION

☐ SEALED BID (IFB)☒ NEGOTIATED (RFP)

5. DATE ISSUED

27 AUG 2003

6. REQUISITION/PURCHASE
NUMBER

7. ISSUED BY

CODE

N00178

Naval Surface Warfare Center, Dahlgren Division

Attn: XDS12 (xds12@nswc.navy.mil) TEL: (540) 653-7942

17320 Dahlgren Road

FAX: (540) 653-4089

Dahlgren, VA 22448-5100

8. ADDRESS OFFER TO (If other than Item 7)

SEE ITEM 7

NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".

SOLICITATION9. Sealed offers in original and 2 copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if handcarried, in the depository located in Building 183, Room 104 until 1400 local time 14 OCT 2003

CAUTION - LATE Submissions, Modifications, and Withdrawals: See Section I, Provision No. 52.214-7 or 52.215-1. All offers are subject to all terms and conditions contained in this solicitation.

10. FOR
INFORMATION
CALL:

A. NAME

XDS12

B. TELEPHONE (NO COLLECT CALLS)

AREA CODE NUMBER

540

653 - 7942

EXT.

C. E-MAIL ADDRESS

xds12@nswc.navy.mil

11. TABLE OF CONTENTS

(X)	SEC.	DESCRIPTION	PAGE(S)	(X)	SEC.	DESCRIPTION	PAGE(S)
PART I - THE SCHEDULE				PART II - CONTRACT CLAUSES			
X	A	SOLICITATION/CONTRACT FORM	2	X	I	CONTRACT CLAUSES	25
X	B	SUPPLIES OR SERVICES AND PRICES/COSTS	3	PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACH.			
X	C	DESCRIPTION/SPECS./WORK STATEMENT	14	X	J	LIST OF ATTACHMENTS	37
X	D	PACKAGING AND MARKING	16	PART IV - REPRESENTATIONS AND INSTRUCTIONS			
X	E	INSPECTION AND ACCEPTANCE	17	X	K	REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS	38
X	F	DELIVERIES OR PERFORMANCE	18	X	L	INSTRS., CONDS., AND NOTICES TO OFFERORS	46
X	G	CONTRACT ADMINISTRATION DATA	19	X	M	EVALUATION FACTORS FOR AWARD	54
X	H	SPECIAL CONTRACT REQUIREMENTS	22				

OFFER (Must be fully completed by offeror)

NOTE: Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.

12. In compliance with the above, the undersigned agrees, if this offer is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

13. DISCOUNT FOR PROMPT PAYMENT

(See Section I, Clause No. 52-232-8)

10 CALENDAR DAYS (%)

20 CALENDAR DAYS (%)

30 CALENDAR DAYS (%)

CALENDAR DAYS (%)

14. ACKNOWLEDGMENT OF AMEND-

(The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated):

AMENDMENT NO.

DATE

AMENDMENT NO.

DATE

15A. NAME AND
ADDRESS
OF OFFEROR

CODE

FACILITY

16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER
(Type or print)

15B. TELEPHONE NUMBER

AREA CODE

NUMBER

EXT.

☐ 15C. CHECK IF REMITTANCE ADDRESS
IS DIFFERENT FROM ABOVE - ENTER
SUCH ADDRESS IN SCHEDULE.

17. SIGNATURE

18. OFFER DATE

AWARD (To be completed by Government)

19. ACCEPTED AS TO ITEMS NUMBERED

20. AMOUNT

21. ACCOUNTING AND APPROPRIATION

22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION:

☐ 10 U.S.C. 2304(c) ()☐ 41 U.S.C. 253(c) ()23. SUBMIT INVOICES TO ADDRESS
SHOWN IN (4 copies unless otherwise specified)

ITEM

24. ADMINISTERED BY (If other than Item 7)

CODE

25. PAYMENT WILL BE MADE BY

CODE

26. NAME OF CONTRACTING OFFICER (Type or print)

27. UNITED STATES OF AMERICA

28. AWARD DATE

(Signature of Contracting Officer)

IMPORTANT - Award will be made on this Form, or on Standard Form 26, or by other authorized official written notice.

AUTHORIZED FOR LOCAL REPRODUCTION
Previous edition is unusableSTANDARD FORM 33 (REV. 9-97)
Prescribed by GSA - FAR (48 CFR) 53.214(c)

SECTION A Solicitation/Contract Form

SECTION B Supplies or Services and Prices

General Intent

A firm fixed priced contract is anticipated. The Service Provider will have a 30 day Phase-In Period to prepare to assume full responsibility for the tasks identified in the PWS. The Phase-In will be provided at no additional cost to the contract, on a non-interference basis with the normal conduct of Government business. Phase-In will begin at contract award and will conclude 30 calendar days thereafter at contract start. The Service Provider will be expected to begin full performance at the contract start.

0001 Process Financial Transaction in Accordance with the PWS.

0001AA	12	Months	\$	\$
Process Funding in Accordance with section C.5.1.1 of the PWS.				

0001AB	12	Months	\$	\$
Validate Existing Transactions in accordance with section C.5.1.2 of the PWS.				

0001AC	12	Months	\$	\$
Process New Transactions in accordance with section C.5.1.3 of the PWS.				

0001AD	12	Months	\$	\$
Process Delete Transactions and Close-Out Records in accordance with section C.5.1.4 of the PWS.				

0002 Provide Financial Customer Service in accordance with the PWS.

0002AA	12	Months	\$	\$
Provide Budget Services in accordance with section C.5.2.1 of the PWS.				

0002AB	12	Months	\$	\$
Provide Payroll Services in accordance with section C.5.2.2 of the PWS.				

0002AC	12	Months	\$	\$
Provide Travel Services in accordance with section C.5.2.3 of the PWS.				

0002AD	12	Months	\$	\$
Provide Accounting Operations Services in accordance with section C.5.2.4 of the PWS.				

0002AE	12	Months	\$	\$
Provide Mail Services in accordance with section C.5.2.5 of the PWS.				

0004AB	12	Months	\$	\$
Prepare and distribute financial Reports in accordance with C.5.4.2 of the PWS.				

0004AC	12	Months	\$	\$
Provide or Obtain Training/Information in accordance with C.5.4.3 of the PWS.				

0004AD	12	Months	\$	\$
Perform Liaison Services/Plan, Organize, and maintain workload assignments in accordance with C.5.4.4 of the PWS.				

FIRST OPTION YEAR PERIOD:

0005 Process Financial Transaction in Accordance with the PWS.

0005AA	12	Months	\$	\$
Process Funding in Accordance with section C.5.1.1 of the PWS.				

0005AB	12	Months	\$	\$
Validate Existing Transactions in accordance with section C.5.1.2 of the PWS.				

0005AC	12	Months	\$	\$
Process New Transactions in accordance with section C.5.1.3 of the PWS.				

0005AD	12	Months	\$	\$
Process Delete Transactions and Close-Out Records in accordance with section C.5.1.4 of the PWS.				

0006 Provide Financial Customer Service in accordance with the PWS.

0006AA	12	Months	\$	\$
Provide Budget Services in accordance with section C.5.2.1 of the PWS.				

0006AB	12	Months	\$	\$
Provide Payroll Services in accordance with section C.5.2.2 of the PWS.				

0006AC	12	Months	\$	\$
Provide Travel Services in accordance with section C.5.2.3 of the PWS.				

0006AD	12	Months	\$	\$
Provide Accounting Operations Services in accordance with section C.5.2.4 of the PWS.				

0006AE	12	Months	\$	\$
Provide Mail Services in accordance with section C.5.2.5 of the PWS.				

0007 Utilize and Maintain Financial Systems in accordance with section C.5.3 of the PWS.

0007AB 12 Months \$ \$
Create Financial System Schedules in accordance with section C.5.3.2 of the PWS.

0007AD 12 Months \$ \$
Maintain Systems Documentation in accordance with section C.5.3.4 of the PWS.

0007AF	12	Months	\$	\$
Implement System Program Updates or Enhancements in accordance with section C.5.3.6 of the PWS.				

0008 Provide Financial Information in accordance with section C.5.4 of the PWS.

0008AB	12	Months	\$	\$
Prepare and distribute financial Reports in accordance with C.5.4.2 of the PWS.				

0008AC	12	Months	\$	\$
Provide or Obtain Training/Information in accordance with C.5.4.3 of the PWS.				

0008AD	12	Months	\$	\$
Perform Liaison Services/Plan, Organize, and maintain workload assignments in accordance with C.5.4.4 of the PWS.				

SECOND OPTION YEAR PERIOD:

0009 Process Financial Transaction in Accordance with the PWS.

0009AA	12	Months	\$	\$
Process Funding in Accordance with section C.5.1.1 of the PWS.				

0009AB	12	Months	\$	\$
Validate Existing Transactions in accordance with section C.5.1.2 of the PWS.				

0009AC	12	Months	\$	\$
Process New Transactions in accordance with section C.5.1.3 of the PWS.				

0009AD	12	Months	\$	\$
Process Delete Transactions and Close-Out Records in accordance with section C.5.1.4 of the PWS.				

0010 Provide Financial Customer Service in accordance with the PWS.

0010AA	12	Months	\$	\$
Provide Budget Services in accordance with section C.5.2.1 of the PWS.				

0010AB	12	Months	\$	\$
Provide Payroll Services in accordance with section C.5.2.2 of the PWS.				

0010AC	12	Months	\$	\$
Provide Travel Services in accordance with section C.5.2.3 of the PWS.				

0010AD	12	Months	\$	\$
Provide Accounting Operations Services in accordance with section C.5.2.4 of the PWS.				

0010AE	12	Months	\$	\$
Provide Mail Services in accordance with section C.5.2.5 of the PWS.				

0010AF 12 Months \$ \$
 Maintain Copiers/Facsimiles/Printers in accordance with section C.5.2.6 of the PWS.

0010AG 12 Months \$ \$
 Provide Supplies Inventory Review in accordance with section C.5.2.7 of the PWS.

0011 Utilize and Maintain Financial Systems in accordance with section C.5.3 of the PWS.

0011AA 12 Months \$ \$
 Establish and Maintain New Accounts/Records in accordance with section C.5.3.1 of the PWS.

0011AB 12 Months \$ \$
 Create Financial System Schedules in accordance with section C.5.3.2 of the PWS.

0011AC 12 Months \$ \$
 Maintain Financial Systems Security in accordance with section C.5.3.3 of the PWS.

0011AD 12 Months \$ \$
 Maintain Systems Documentation in accordance with section C.5.3.4 of the PWS.

0011AE 12 Months \$ \$
 Maintain System and User Reports in accordance with section C.5.3.5 of the PWS.

0011AF 12 Months \$ \$
 Implement System Program Updates or Enhancements in accordance with section C.5.3.6 of the PWS.

0011AG 12 Months \$ \$
 Identify and Quantify System Problems in accordance with section C.5.3.7 of the PWS.

0012 Provide Financial Information in accordance with section C.5.4 of the PWS.

0012AA 12 Months \$ \$
 Respond to Financial Data Calls/Inquiries in accordance with Section C.5.4.1 of the PWS.

0012AB 12 Months \$ \$
 Prepare and distribute financial Reports in accordance with C.5.4.2 of the PWS.

0012AC	12	Months	\$	\$
Provide or Obtain Training/Information in accordance with C.5.4.3 of the PWS.				

0012AD	12	Months	\$	\$
Perform Liaison Services/Plan, Organize, and maintain workload assignments in accordance with C.5.4.4 of the PWS.				

THIRD OPTION YEAR PERIOD:

0013 Process Financial Transaction in Accordance with the PWS.

0013AA	12	Months	\$	\$
Process Funding in Accordance with section C.5.1.1 of the PWS.				

0013AB	12	Months	\$	\$
Validate Existing Transactions in accordance with section C.5.1.2 of the PWS.				

0013AC	12	Months	\$	\$
Process New Transactions in accordance with section C.5.1.3 of the PWS.				

0013AD	12	Months	\$	\$
Process Delete Transactions and Close-Out Records in accordance with section C.5.1.4 of the PWS.				

0014 Provide Financial Customer Service in accordance with the PWS.

0014AA	12	Months	\$	\$
Provide Budget Services in accordance with section C.5.2.1 of the PWS.				

0014AB	12	Months	\$	\$
Provide Payroll Services in accordance with section C.5.2.2 of the PWS.				

0014AC	12	Months	\$	\$
Provide Travel Services in accordance with section C.5.2.3 of the PWS.				

0014AD	12	Months	\$	\$
Provide Accounting Operations Services in accordance with section C.5.2.4 of the PWS.				

0014AE	12	Months	\$	\$
Provide Mail Services in accordance with section C.5.2.5 of the PWS.				

0014AG 12 Months \$ _____ \$ _____
Provide Supplies Inventory Review in accordance with section C.5.2.7 of the PWS.

0015 Utilize and Maintain Financial Systems in accordance with section C.5.3 of the PWS.

0015AA 12 Months \$ \$
Establish and Maintain New Accounts/Records in accordance with section C.5.3.1 of the PWS.

0015AB 12 Months \$ \$

Create Financial System Schedules in accordance with section C.5.3.2 of the PWS.

0015AC	12	Months	\$	\$
Maintain Financial Systems Security in accordance with section C.5.3.3 of the PWS.				

0015AD	12	Months	\$	\$
Maintain Systems Documentation in accordance with section C.5.3.4 of the PWS.				

0015AE	12	Months	\$	\$
Maintain System and User Reports in accordance with section C.5.3.5 of the PWS.				

0015AF	12	Months	\$	\$
Implement System Program Updates or Enhancements in accordance with section C.5.3.6 of the PWS.				

0015AG	12	Months	\$	\$
Identify and Quantify System Problems in accordance with section C.5.3.7 of the PWS.				

0016 Provide Financial Information in accordance with section C.5.4 of the PWS.

0016AA 12 Months \$ \$
Respond to Financial Data Calls/Inquiries in accordance with Section C.5.4.1 of the PWS.

0016AB	12	Months	\$	\$
Prepare and distribute financial Reports in accordance with C.5.4.2 of the PWS.				

0016AC	12	Months	\$	\$
Provide or Obtain Training/Information in accordance with C.5.4.3 of the PWS.				

0016AD	12	Months	\$	\$
Perform Liaison Services/Plan, Organize, and maintain workload assignments in accordance with C.5.4.4 of the PWS.				

FOURTH YEAR OPTION PERIOD:

0017 Process Financial Transaction in Accordance with the PWS.

0017AA	12	Months	\$	\$
Process Funding in Accordance with section C.5.1.1 of the PWS.				

0017AB	12	Months	\$	\$
Validate Existing Transactions in accordance with section C.5.1.2 of the PWS.				

0017AC	12	Months	\$	\$
Process New Transactions in accordance with section C.5.1.3 of the PWS.				

0017AD	12	Months	\$	\$
Process Delete Transactions and Close-Out Records in accordance with section C.5.1.4 of the PWS.				

0018 Provide Financial Customer Service in accordance with the PWS.

0018AA	12	Months	\$	\$
Provide Budget Services in accordance with section C.5.2.1 of the PWS.				

0018AB	12	Months	\$	\$
Provide Payroll Services in accordance with section C.5.2.2 of the PWS.				

0018AC	12	Months	\$	\$
Provide Travel Services in accordance with section C.5.2.3 of the PWS.				

0018AD	12	Months	\$	\$
Provide Accounting Operations Services in accordance with section C.5.2.4 of the PWS.				

0018AE	12	Months	\$	\$
Provide Mail Services in accordance with section C.5.2.5 of the PWS.				

0018AF 12 Months \$ \$
 Maintain Copiers/Facsimiles/Printers in accordance with section C.5.2.6 of the PWS.

0018AG 12 Months \$ \$
 Provide Supplies Inventory Review in accordance with section C.5.2.7 of the PWS.

0019 Utilize and Maintain Financial Systems in accordance with section C.5.3 of the PWS.

0019AA 12 Months \$ \$
 Establish and Maintain New Accounts/Records in accordance with section C.5.3.1 of the PWS.

0019AB 12 Months \$ \$
 Create Financial System Schedules in accordance with section C.5.3.2 of the PWS.

0019AC 12 Months \$ \$
 Maintain Financial Systems Security in accordance with section C.5.3.3 of the PWS.

0019AD 12 Months \$ \$
 Maintain Systems Documentation in accordance with section C.5.3.4 of the PWS.

0019AE 12 Months \$ \$
 Maintain System and User Reports in accordance with section C.5.3.5 of the PWS.

0019AF 12 Months \$ \$
 Implement System Program Updates or Enhancements in accordance with section C.5.3.6 of the PWS.

0019AG 12 Months \$ \$
 Identify and Quantify System Problems in accordance with section C.5.3.7 of the PWS.

0020 Provide Financial Information in accordance with section C.5.4 of the PWS.

0020AA 12 Months \$ \$
 Respond to Financial Data Calls/Inquiries in accordance with Section C.5.4.1 of the PWS.

0020AB 12 Months \$ \$
 Prepare and distribute financial Reports in accordance with C.5.4.2 of the PWS.

0020AC	12	Months	\$	\$
Provide or Obtain Training/Information in accordance with C.5.4.3 of the PWS.				

0020AD	12	Months	\$	\$
Perform Liaison Services/Plan, Organize, and maintain workload assignments in accordance with C.5.4.4 of the PWS.				

CLAUSES INCORPORATED BY FULL TEXT

OMB CIRCULAR A-76 COMPARISON STUDY

This solicitation is issued to carry out the provisions of OMB Circular A-76 and the 1996 Supplemental Handbook. As a part of the Cost Comparison Study, the commercial offers received under this solicitation will be evaluated on a Best Value basis to determine the Best Value offer. The selected Best Value offer will be compared to the Government's In-House Cost Estimate (ICE), which is based upon the Government's Most Effective Organization. On the basis of the Cost Comparison, a decision will be made to select the most advantageous alternative, either performance by contract or performance by the Government. If performance by contract is most advantageous, a contract will be awarded to the Best Value offeror selected under this solicitation. If performance is to be retained by the Government, this solicitation will be cancelled and no award will be made. For more information on this process offerors are referred to: <http://www.whitehouse.gov/OMB/circulars/index-procure.html>

PRICE ADJUSTMENTS FOR VOLUME VARIATIONS

- (a) No price adjustments for variations in annual workload quantities will be considered unless such variations are greater than 25% (up or down) from the estimated frequencies stated in the PWS. Any necessary adjustments to the contract price as a result of these variations will be negotiated under the authority of the changes clause of the contract. Adjustments will be made only on an annual basis, at the completion of each stand alone period of performance.

SECTION C Descriptions and Specifications

CLAUSES INCORPORATED BY FULL TEXT

PERFORMANCE WORK STATEMENT

The Performance Work Statement, which specifies the services to be performed under this contract, is provided at Attachment J.1.

Ddl-C40 INFORMATION SYSTEMS (IS) SECURITY AND ACCREDITATION

Contractor Provision of IS Resources

Except in special circumstances explicitly detailed elsewhere in this document, the Contractor shall provide all IS resources needed in the performance of this contract. IS resources include, but are not limited to, computers, software, networks, and addresses.

Contractor Use of NSWCD IS Resources

In the event that the contractor is required to have access to NSWCD IS resources, the login name (common id) and associated information shall be registered with the NSWCD site issuing authority.

If this contract requires that the contractor be granted access and use of NSWCD IS resources (at any site), the IS shall be accredited for contractor use in accordance with procedures specified by the IS Security Office. The accreditation shall include COR certification that the use and access is required by this contract.

Connections Between NSWCD and Contractor Facilities

If there is a requirement (specifically delineated elsewhere in this contract) for interconnection between any facilities and/or ISs owned or operated by the contractor, such interconnection shall take place only after approval from the NSWCD IS Security Office. All such connections as well as the ISs connected thereto will be accredited (operated at an acceptable risk) by the appropriate NSWCD Designated Approving Authority (DAA) and comply with the requirements of DODDIR 5200.28 regarding Memorandums of Agreement. All such connections will be made outside the appropriate NSWCD firewall.

Accreditation of Contractor-owned ISs

The Government reserves the right to have all contractor owned ISs used in the performance of this contract accredited by the cognizant DAA.

Use of Contractor Personnel to Perform IS Security Tasking

General – Personnel performing IS security related tasking must have successfully completed training and demonstrate proficiency in the following areas: Information System Security Awareness, Security Domains, Incident Handling, and Auditing Concepts.

Architecture Specific – Personnel assigned to perform IS security related tasking for a specific area must be trained and demonstrate proficiency in that area. Typical examples include, but are not limited to: networking, processing classified information, Internet Protocols, Unix, Novell, and Microsoft operating systems.

Replacement or New IS Security Personnel - The contractor shall provide evidence that new and replacement IS personnel, unless they are Key Personnel, meet the above requirements and forward such information to the COR for review and approval by the Information Systems Security Office. Failure to meet the requirements herein may result in rejection of the person or persons. Replacement of IS personnel designated as Key Personnel will be in accordance with the Key Personnel provision contained herein.

Ddl-C41 TERMINATION OF EMPLOYEES WITH NSWCDD BASE ACCESS

The contractor shall insure that all employees who have a NSWCDD badge and/or bumper sticker turn-in the badge and remove the bumper sticker immediately upon termination of their employment under this contract. The above requirement shall be made a part of the standard employee facility clearance procedures for all separated personnel. The contractor shall advise NSWCDD Physical Security of all changes in their contract personnel requiring NSWCDD base access.

For involuntarily separated personnel and those separated under adverse circumstances, the contractor shall notify NSWCDD Physical Security in advance of the date, time and location where the NSWCDD representative may physically remove the employee's automobile bumper sticker and retrieve the NSWCDD badge prior to the employee departing the contractor's facility. In the event the employee is separated in his or her absence, the contractor shall immediately notify NSWCDD Physical Security of the separation and make arrangements between the former employee and NSWCDD Physical Security for the return of the badge and removal of the sticker.

HQ C-2-0014 CONTRACTOR'S PROPOSAL (NAVSEA) (SEP 1990)

(a) Performance of this contract by the Contractor shall be conducted and performed in accordance with detailed obligations to which the Contractor committed itself in Proposal _____ dated _____ in response to NSWCDD Solicitation No. N00178-03-R-2023.

(b) The technical volume(s) of the Contractor's proposal is incorporated by reference and hereby made subject to the provisions of the "ORDER OF PRECEDENCE" (FAR 52.215-8) clause of this contract. Under the "ORDER OF PRECEDENCE" clause, the technical volume of the Contractor's proposal referenced herein is hereby designated as item (f) of the clause, following "the specification" in the order of precedence.

SECTION D Packaging and Marking

There are no packing and marking requirements.

SECTION E Inspection and Acceptance**INSPECTION AND ACCEPTANCE TERMS**

Inspection and Acceptance of the supplies or services to be furnished hereunder shall be made at destination by the COR. The performance and quality of work delivered by the contractor, including services rendered and any documentation or written material compiled, shall be subject to inspection, review and acceptance by the Government.

CLAUSES INCORPORATED BY REFERENCE:

52.246-4 Inspection Of Services--Fixed Price

AUG 1996

CONSEQUENCES OF CONTRACTOR'S FAILURE TO PERFORM REQUIRED SERVICES

The Government will take action against the contractor within the provisions of this contract in the event of the contractor's failure to perform. If the contractor's services fail to conform to the requirements of the contract the Government may seek a reduction in contract price, termination of the contract, or any other remedy available to it.

CONTRACTOR QUALITY CONTROL**QUALITY CONTROL PROGRAM**

The Service Provider shall establish and maintain a Quality Control Program in accordance with C.1.6 of the PWS.

SECTION F Deliveries or Performance

DELIVERY INFORMATION

CLINS	UNIT OF ISSUE	QUANTITY	FOB
BASE PERIOD	Months	12	Dest.
OPTION 1	Months	12	Dest.
OPTION 2	Months	12	Dest.
OPTION 3	Months	12	Dest.
OPTION 4	Months	12	Dest.

CLAUSES INCORPORATED BY REFERENCE:

52.242-15 Stop-Work Order

AUG 1989

DURATION OF CONTRACT PERIOD

This contract shall become effective on the date of the award, for purposes of Phase-In. Contract start will be 30 days after contract award. Option periods may be exercised to extend the term of the contract, not to exceed a total base plus options of 5 years.

SECTION G Contract Administration Data

CLAUSES INCORPORATED BY FULL TEXT

DELEGATION OF AUTHORITY FOR CONTRACT ADMINISTRATION (Revised)

The Administrative Contracting Officer (ACO) of the cognizant Defense Contract Management Command is designated as the authorized representative of the Contracting Officer for purposes of administering this contract in accordance with FAR 42.3. However, in view of the technical nature of the supplies and services to be furnished, technical cognizance is retained by the Contracting Officer, Naval Surface Warfare Center, Dahlgren Division, Dahlgren, Virginia.

PRICE ADJUSTMENTS IN OPTION YEARS FOR CHANGES IN WAGE DETERMINATION

General. Where, as a result of the Department of Labor determination of minimum prevailing wages and fringe benefits applicable at the beginning of the renewal option period, the contractor increases or decreases wages or fringe benefits of employees working on this contract to comply with the wage determination, the affected contract unit prices and composite labor rates will be limited to increases or decreases in wages or fringe benefits as described above, and the concomitant increases or decreases in social security and unemployment taxes and worker's compensation insurance, but shall not otherwise include any amount of general and administrative costs, overhead, or profits. The contractor warrants that the prices set forth in this contract do not include any allowance for any contingency to cover increase costs for which adjustment is provided herein.

Payroll Records and Documentation. When requested, the contractor shall provide to the Government any payroll records and documentation for Service Contract Act Work required by the Government to verify information concerning wages, hours expended, or price adjustments. Failure to provide the requested payroll records and documents may result in no price adjustments.

Payroll information. The Government will notify the contractor of any increase or decrease in the wage determinations applicable to this contract. The contractor shall provide to the Government, upon request, the direct labor hours expended under the contract. The contractor shall identify by trade the wage rate paid and the direct labor hours expended under the contract.

Ddl-G1 PAYMENT INSTRUCTIONS FOR MULTIPLE ACCOUNTING CLASSIFICATION CITATIONS

The payment office shall ensure that each payment under this contract is made in accordance with the accounting classification reference numbers (ACRNs) shown on each individual invoice. ACRNs are cited by the contractor on each invoice in accordance with clause 5252.232-9000, 5252.232-9001, or 5252.232-9003, as appropriate.

Ddl-G10 GOVERNMENT CONTRACT ADMINISTRATION POINTS-OF-CONTACT AND RESPONSIBILITIES

In order to expedite administration of this contract, the following delineation of functions is provided. The individual/position designated as having responsibility should be contacted for any questions, clarifications, or information regarding the administration function specified. The names, addresses and contact information for these individuals or offices are as follows:

[] **Procuring Contracting Officer (PCO):**

(a) Name: Code XDS12

Address: Contracting Officer
Naval Surface Warfare Center
Dahlgren Division
17320 Dahlgren Road
Dahlgren, Virginia 22448-5100
Phone: (540) 653- 7942; FAX: (540) 653- 4089
E-mail: xds12@nswc.navy.mil

(b) PCO responsibilities are outlined in FAR 1.602-2. The PCO is the only person authorized to approve changes in any of the requirements of this contract or orders issued thereunder and, notwithstanding provisions contained elsewhere in this contract, the said authority remains solely the PCO's. The contractor shall not comply with any order, direction or request of Government personnel unless it is issued in writing and signed by the Contracting Officer or is pursuant to specific authority otherwise included as part of this contract. In the event the contractor effects any change at the direction of any person other than the PCO, the change will be considered to be unauthorized.

[] **Contract Specialist:**

(a) Name: [*]
Address: Code [*]
Dahlgren Division
Naval Surface Warfare Center
17320 Dahlgren Road
Dahlgren, Virginia 22448-5100
Phone: (540) 653- [*]; FAX: (540) 653- [*]
E-mail: [*]

(b) The Contract Specialist is the representative of the Contracting Officer for all contractual matters.

[] **Administrative Contracting Officer (ACO)**

(a) Name: [*]
Address: [*]
Phone: [*]

(b) The Administrative Contracting Officer (ACO) of the cognizant Defense Contract Management Agency (DCMA) is designated as the authorized representative of the Contracting Officer for purposes of administering this contract in accordance with FAR 42.3. However, in view of the technical nature of the supplies and services to be furnished, technical cognizance is retained by the Naval Surface Warfare Center, Dahlgren Division.

[] **Contracting Officer's Representative (COR):**

(a) Name:
Address: [*]
Phone: [*]; FAX: [*]
E-mail: [*]

(b) The COR is the PCO's appointed representative for technical matters. The COR is not a contracting officer and does not have the authority to direct the accomplishment of effort which is beyond the scope of the

contract or to otherwise change any contract requirements. An informational copy of the COR appointment letter which provides a delineation of COR authority and responsibilities is provided as an attachment to this contract.

[*] -- to be completed at contract award

Ddl-G12 POST-AWARD CONFERENCE

(a) A Post-Award Conference with the successful offeror will be conducted within [*] days after award of the contract. The conference will be held at the address below:

Location/Address: [*]

(b) The contractor will be given [*] working days notice prior to the date of the conference by the Contracting Officer.

(c) The requirement for a post-award conference shall in no event constitute grounds for excusable delay by the Contractor in performance of any provisions in the contract.

[*] -- to be specified at contract award

Ddl-H40 FUNDING PROFILE

It is estimated that these incremental funds will provide for services through [insert date]. The following details funding to date:

Total Contract FFP	Funds This Action	Pervious Funding	Funds Available	Balance Unfunded

ADDRESS TO WHICH PAYMENT SHALL BE MADE

Offeror shall indicate in the space provided below the address to which payment should be mailed, if such address is different from that shown for the offeror.

SECTION H Special Contract Requirements**CLAUSES INCORPORATED BY REFERENCE:**

52.211-15 Defense Priority And Allocation Requirements

SEP 1990

CLAUSES INCORPORATED BY FULL TEXT**DEPARTMENT OF LABOR DETERMINATION OF MINIMUM WAGES AND FRINGE BENEFITS**

A wage determination applicable to this work has been requested from the U.S. Department of Labor. Attachment J.2 sets forth the current Department of Labor wage determination No. 94-2103 Rev. 30, dated 06/03/2003 on file in this office. Compliance with it is mandatory.

ELECTRONIC SUBMITTAL AND APPROVAL OF RESUMES

Requests for changes in personnel submitted in accordance with NAVSEA 5252.237-9106 CHANGES IN KEY PERSONNEL (JUNE 1996), may be sent via e-mail. Contractors are encouraged to electronically submit the request and resume simultaneously to the Contract Specialist, and COR. Electronic notification via e-mail from the Contract Specialist will serve as written approval/disapproval on behalf of the Contracting Officer as specified in paragraph (d) of the clause.

NOTICE OF INCORPORATION OF SECTIONS K, L, AND M

The following sections of the solicitation will not be distributed with the contract; however, they are incorporated in and form a part of the resultant contract as though furnished in full text therewith"

SECTION	TITLE
K	Representations, Certifications and Other Statements of Offerors (Bidders)
L	Instructions, Conditions, and Notices to Offerors (Bidders)
M	Evaluation Factors for Award

PENSION PLAN TERMINATION (MAY 1993) (NSWCDD)

If the contractor terminates a defined benefit pension plan via a transaction, which results in any excess assets, NSWCDD shall receive a credit or refund for its equitable share of the proceeds. The credit or refund to NSWCDD shall be the product of the termination proceeds and the weighted average share of NSWCDD's participation in total contractor pension costs. NSWCDD's participation shall be based upon the ratio of pension expense absorbed by NSWCDD contracts to total pension expense for the life of the plan. If the pension expense ratio cannot be readily determined, then a surrogate, as determined by the Contracting Officer, such as total sales or cost input, may be used as long as it achieves an equitable result. The credit due to NSWCDD shall be payable in full immediately upon plan termination, and will include interest at the rate specified by the Secretary of the Treasury pursuant to 50 U.S.C. App. 1215(b)(2) from the date of plan termination until the date of receipt by NSWCDD.

Ddl-H10 EMPLOYMENT OF US GOVERNMENT PERSONNEL RESTRICTED

In performing this contract, the Contractor shall not use as a consultant or employ (on either a full or part time basis) any active duty U.S. Government personnel (civilian or military) without the prior written approval of the Contracting Officer. Such approval may be given only in circumstances where it is clear that no laws and no DoD or U.S. Government instructions, regulations, or policies might possibly be contravened and no appearance of a conflict of interest will result.

Ddl-H11 CHANGES IN KEY PERSONNEL

(a) The Contractor agrees that a partial basis for award of this contract is the list of key personnel proposed. Accordingly, the Contractor agrees to assign to this contract those key persons whose resumes were submitted with the proposal necessary to fulfill the requirements of the contract. No substitution shall be made without prior notification to and concurrence of the Contracting Officer in accordance with this requirement.

(b) The contractor agrees that during the first 90 days of the period of performance no key personnel substitutions will be permitted unless such substitutions are necessitated by an individual's sudden illness, death, or termination of employment. All proposed substitutions shall have qualifications equal to or higher than the qualifications of the person to be replaced. The Contracting Officer shall be notified in writing of any proposed substitution at least forty-five (45) days, or ninety (90) days if a security clearance is to be obtained, in advance of the proposed substitution. Such notification shall include:

- (1) An explanation of the circumstances necessitating the substitution;
- (2) A complete resume of the proposed substitute;
- (3) The hourly rates of the incumbent and the proposed substitute; and
- (4) Any other information requested by the Contracting Officer to enable him/her to judge

whether or not the Contractor is maintaining the same high quality of personnel that provided the partial basis for award.

(c) In the event a requirement to increase the specified level of effort for a designated labor category, but not the overall level of effort of the contract, occurs, the Contractor shall submit to the Contracting Officer a written request for approval to add personnel to the designated labor category. The same information as specified in paragraph (b) above is to be submitted with the request.

(d) The Contracting Officer shall evaluate requests for changes in personnel and promptly notify the Contractor, in writing, whether the request is approved or disapproved.

Ddl-H14 KEY PERSONNEL QUALIFICATIONS

The offeror shall state in their Technical Proposal, the Key Personnel qualification for each contractor labor category proposed to be under the contract. These qualifications will be incorporated into the contract as part of the Technical proposal and will become the minimum qualifications for all growth personnel proposed by the contractor in those categories. As a minimum these qualifications will state the specific education and experience required to qualify for the labor category and will require US citizenship.

Ddl-H15 NON-KEY PERSONNEL QUALIFICATIONS

The offeror shall state in their Technical Proposal, the Non-Key Personnel qualifications for each contractor non-key labor category proposed to perform under the contract. These qualifications will be incorporated into the contract as part of the Technical Proposal and will become the minimum qualifications for all non-key personnel proposed by the contractor in those categories. The qualifications as a minimum will state the specific education and experience qualifications required to qualify for each labor category and will require US citizenship. As a part of the Phase-In

period, the contractor will submit Non-Key resumes to the COR to demonstrate that the function is sufficiently staffed.

DdI-H32 CONTRACTOR'S RESPONSIBILITY FOR LOSS OR DAMAGE

The contractor assumes full responsibility for and shall indemnify the Government for any and all loss or damage of whatsoever kind and nature to any and all Government property, including equipment, supplies, accessories, or parts furnished, while in his custody and care for storage, repairs, or services to be performed under the terms of this contract, resulting in whole or in part from the negligent acts or omissions of the contractor, any subcontractor, or any employee, agent, or representative of the contractor or subcontractor.

SEA 5252.245-9115 RENT-FREE USE OF GOVERNMENT PROPERTY (SEP 1990)

The Contractor may use on a rent-free, non-interference basis, as necessary for the performance of this contract, the Government property accountable under Contract(s) . The Contractor is responsible for scheduling the use of all property covered by the above referenced contract(s) and the Government shall not be responsible for conflicts, delays, or disruptions to any work performed by the Contractor due to use of any or all of such property under this contract or any other contracts under which use of such property is authorized.

HQ C-2-0034 MINIMUM INSURANCE REQUIREMENTS (NAVSEA) (SEP 1990)

In accordance with the clause of this contract entitled "INSURANCE--WORK ON A GOVERNMENT INSTALLATION" (FAR 52.228-5), the Contractor shall procure and maintain insurance, of at least the kinds and minimum amounts set forth below:

- (a) Workers' Compensation and Employer's Liability coverage shall be at least \$100,000, except as provided in FAR 28.307(a).
- (b) Bodily injury liability insurance coverage shall be written on the comprehensive form of policy of at least \$500,000 per occurrence.
- (c) Automobile Liability policies covering automobiles operated in the United States shall provide coverage of at least \$200,000 per person and \$500,000 per occurrence for bodily injury and \$20,000 per occurrence for property damage. The amount of liability coverage on other policies shall be commensurate with any legal requirements of the locality and sufficient to meet normal and customary claims.

SECTION I Contract Clauses

CLAUSES INCORPORATED BY REFERENCE:

52.202-1	Definitions	DEC 2001
52.203-3	Gratuities	APR 1984
52.203-5	Covenant Against Contingent Fees	APR 1984
52.203-6	Restrictions On Subcontractor Sales To The Government	JUL 1995
52.203-7	Anti-Kickback Procedures	JUL 1995
52.203-8	Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity	JAN 1997
52.203-10	Price Or Fee Adjustment For Illegal Or Improper Activity	JAN 1997
52.203-12	Limitation On Payments To Influence Certain Federal Transactions	JUN 1997
52.204-4	Printed or Copied Double-Sided on Recycled Paper	AUG 2000
52.209-6	Protecting the Government's Interest When Subcontracting With Contractors Debarred, Suspended, or Proposed for Debarment	JUL 1995
52.211-15	Defense Priority And Allocation Requirements	SEP 1990
52.215-2	Audit and Records--Negotiation	JUN 1999
52.215-8	Order of Precedence--Uniform Contract Format	OCT 1997
52.215-11	Price Reduction for Defective Cost or Pricing Data--Modifications	OCT 1997
52.215-13	Subcontractor Cost or Pricing Data--Modifications	OCT 1997
52.215-21	Requirements for Cost or Pricing Data or Information Other Than Cost or Pricing Data--Modifications	OCT 1997
52.219-4	Notice of Price Evaluation Preference for HUBZone Small Business Concerns	JAN 1999
52.219-8	Utilization of Small Business Concerns	OCT 2000
52.219-9	Small Business Subcontracting Plan	JAN 2002
52.219-16	Liquidated Damages-Subcontracting Plan	JAN 1999
52.222-1	Notice To The Government Of Labor Disputes	FEB 1997
52.222-3	Convict Labor	AUG 1996
52.222-4	Contract Work Hours and Safety Standards Act - Overtime Compensation	SEP 2000
52.222-21	Prohibition Of Segregated Facilities	FEB 1999
52.222-26	Equal Opportunity	APR 2002
52.222-35	Equal Opportunity For Special Disabled Veterans, Veterans of the Vietnam Era and Other Eligible Veterans	DEC 2001
52.222-36	Affirmative Action For Workers With Disabilities	JUN 1998
52.222-37	Employment Reports On Special Disabled Veterans, Veterans Of The Vietnam Era, and Other Eligible Veterans	DEC 2001
52.222-43	Fair Labor Standards Act And Service Contract Act - Price Adjustment (Multiple Year And Option)	MAY 1989
52.223-6	Drug Free Workplace	MAY 2001
52.223-14	Toxic Chemical Release Reporting	OCT 2000
52.225-13	Restrictions on Certain Foreign Purchases	JUL 2000
52.226-1	Utilization Of Indian Organizations And Indian-Owned Economic Enterprises	JUN 2000
52.227-1	Authorization and Consent	JUL 1995
52.227-2	Notice And Assistance Regarding Patent And Copyright Infringement	AUG 1996
52.228-5	Insurance - Work On A Government Installation	JAN 1997
52.229-3	Federal, State And Local Taxes	APR 2003
52.230-2	Cost Accounting Standards	APR 1998

52.232-1	Payments	APR 1984
52.232-9	Limitation On Withholding Of Payments	APR 1984
52.232-11	Extras	APR 1984
52.232-17	Interest	JUN 1996
52.232-18	Availability Of Funds	APR 1984
52.232-19	Availability Of Funds For The Next Fiscal Year	APR 1984
52.232-23 Alt I	Assignment of Claims (Jan 1986) - Alternate I	APR 1984
52.232-25	Prompt Payment	FEB 2002
52.232-33	Payment by Electronic Funds Transfer--Central Contractor Registration	MAY 1999
52.233-1 Alt I	Disputes (Jul 2002) - Alternate I	DEC 1991
52.233-3	Protest After Award	AUG 1996
52.237-2	Protection Of Government Buildings, Equipment, And Vegetation	APR 1984
52.237-3	Continuity Of Services	JAN 1991
52.242-13	Bankruptcy	JUL 1995
52.243-1 Alt I	Changes--Fixed Price (Aug 1987) - Alternate I	APR 1984
52.244-5	Competition In Subcontracting	DEC 1996
52.244-6	Subcontracts for Commercial Items and Commercial Components	APR 2003
52.245-2	Government Property (Fixed Price Contracts)	DEC 1989
52.246-25	Limitation Of Liability--Services	FEB 1997
52.248-1	Value Engineering	FEB 2000
52.249-2	Termination For Convenience Of The Government (Fixed-Price)	SEP 1996
52.249-8	Default (Fixed-Price Supply & Service)	APR 1984
52.253-1	Computer Generated Forms	JAN 1991
252.201-7000	Contracting Officer's Representative	DEC 1991
252.203-7001	Prohibition On Persons Convicted of Fraud or Other Defense-Contract-Related Felonies	MAR 1999
252.203-7002	Display Of DOD Hotline Poster	DEC 1991
252.204-7003	Control Of Government Personnel Work Product	APR 1992
252.205-7000	Provisions Of Information To Cooperative Agreement Holders	DEC 1991
252.209-7000	Acquisition From Subcontractors Subject To On-Site Inspection Under The Intermediate Range Nuclear Forces (INF) Treaty	NOV 1995
252.209-7004	Subcontracting With Firms That Are Owned or Controlled By The Government of a Terrorist Country	MAR 1998
252.215-7000	Pricing Adjustments	DEC 1991
252.219-7003	Small, Small Disadvantaged and Women-Owned Small Business Subcontracting Plan (DOD Contracts)	APR 1996
252.223-7004	Drug Free Work Force	SEP 1988
252.223-7006	Prohibition On Storage And Disposal Of Toxic And Hazardous Materials	APR 1993
252.225-7012	Preference For Certain Domestic Commodities	FEB 2003
252.225-7026	Reporting Of Contract Performance Outside The United States	JUN 2000
252.225-7031	Secondary Arab Boycott Of Israel	JUN 1992
252.226-7001	Utilization of Indian Organizations and Indian-Owned Economic Enterprises-DoD Contracts	SEP 2001
252.232-7003	Electronic Submission of Payment Requests	MAR 2003
252.243-7001	Pricing Of Contract Modifications	DEC 1991
252.243-7002	Requests for Equitable Adjustment	MAR 1998
252.247-7023	Transportation of Supplies by Sea	MAY 2002
252.247-7024	Notification Of Transportation Of Supplies By Sea	MAR 2000

CLAUSES INCORPORATED BY FULL TEXT

52.207-3 RIGHT OF FIRST REFUSAL OF EMPLOYMENT (NOV 1991)

(a) The Contractor shall give Government employees who have been or will be adversely affected or separated as a result of award of this contract the right of first refusal for employment openings under the contract in positions for which they are qualified, if that employment is consistent with post-Government employment conflict of interest standards.

(b) Within 10 days after contract award, the Contracting Officer will provide to the Contractor a list of all Government employees who have been or will be adversely affected or separated as a result of award of this contract.

(c) The Contractor shall report to the Contracting Officer the names of individuals identified on the list who are hired within 90 days after contract performance begins. This report shall be forwarded within 120 days after contract performance begins.

52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor before the end of the current term of the contract provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 5 years.

(End of clause)

52.222-1 NOTICE TO THE GOVERNMENT OF LABOR DISPUTES (FEB 1997)

If the Contractor has knowledge that any actual or potential labor dispute is delaying or threatens to delay the timely performance of this contract, the Contractor shall immediately give notice, including all relevant information, to the Contracting Officer.

(End of clause)

52.222-41 SERVICE CONTRACT ACT OF 1965, AS AMENDED (MAY 1989)

(a) Definitions. "Act," as used in this clause, means the Service Contract Act of 1965, as amended (41 U.S.C. 351, et seq.).

"Contractor," as used in this clause or in any subcontract, shall be deemed to refer to the subcontractor, except in the term "Government Prime Contractor."

"Service employee," as used in this clause, means any person engaged in the performance of this contract other than any person employed in a bona fide executive, administrative, or professional capacity, as these terms are defined in Part 541 of Title 29, Code of Federal Regulations, as revised. It includes all such persons regardless of any contractual relationship that may be alleged to exist between a Contractor or subcontractor and such persons.

(b) Applicability. This contract is subject to the following provisions and to all other applicable provisions of the Act and regulations of the Secretary of Labor (29 CFR Part 4). This clause does not apply to contracts or subcontracts administratively exempted by the Secretary of Labor or exempted by 41 U.S.C. 356, as interpreted in Subpart C of 29 CFR Part 4.

(c) Compensation. (1) Each service employee employed in the performance of this contract by the Contractor or any subcontractor shall be paid not less than the minimum monetary wages and shall be furnished fringe benefits in accordance with the wages and fringe benefits determined by the Secretary of Labor, or authorized representative, as specified in any wage determination attached to this contract.

(2)(i) If a wage determination is attached to this contract, the Contractor shall classify any class of service employee which is not listed therein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination) so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed class of employees shall be paid the monetary wages and furnished the fringe benefits as are determined pursuant to the procedures in this paragraph (c).

(ii) This conforming procedure shall be initiated by the Contractor prior to the performance of contract work by the unlisted class of employee. The Contractor shall submit Standard Form (SF) 1444, Request For Authorization of Additional Classification and Rate, to the Contracting Officer no later than 30 days after the unlisted class of employee performs any contract work. The Contracting Officer shall review the proposed classification and rate and promptly submit the completed SF 1444 (which must include information regarding the agreement or disagreement of the employees' authorized representatives or the employees themselves together with the agency recommendation), and all pertinent information to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor. The Wage and Hour Division will approve, modify, or disapprove the action or render a final determination in the event of disagreement within 30 days of receipt or will notify the Contracting Officer within 30 days of receipt that additional time is necessary.

(iii) The final determination of the conformance action by the Wage and Hour Division shall be transmitted to the Contracting Officer who shall promptly notify the Contractor of the action taken. Each affected employee shall be furnished by the Contractor with a written copy of such determination or it shall be posted as a part of the wage determination.

(iv)(A) The process of establishing wage and fringe benefit rates that bear a reasonable relationship to those listed in a wage determination cannot be reduced to any single formula. The approach used may vary from wage determination to wage determination depending on the circumstances. Standard wage and salary administration practices which rank various job classifications by pay grade pursuant to point schemes or other job factors may, for example, be relied upon. Guidance may also be obtained from the way different jobs are rated under Federal pay systems (Federal Wage Board Pay System and the General Schedule) or from other wage determinations issued in the same locality. Basic to the establishment of any conformable wage rate(s) is the concept that a pay relationship should be maintained between job classifications based on the skill required and the duties performed.

(B) In the case of a contract modification, an exercise of an option, or extension of an existing contract, or in any other case where a Contractor succeeds a contract under which the classification in question was previously conformed pursuant to paragraph (c) of this clause, a new conformed wage rate and fringe benefits may be assigned to the conformed classification by indexing (i.e., adjusting) the previous conformed rate and fringe benefits by an amount equal to the average (mean) percentage increase (or decrease, where appropriate) between the wages and fringe benefits specified for all classifications to be used on the contract which are listed in the current wage determination, and those specified for the corresponding classifications in the previously applicable wage determination. Where conforming actions are accomplished in accordance with this paragraph prior to the performance of contract work by the unlisted class of employees, the Contractor shall advise the Contracting Officer of the action taken but the other procedures in subdivision (c)(2)(ii) of this clause need not be followed.

(C) No employee engaged in performing work on this contract shall in any event be paid less than the currently applicable minimum wage specified under section 6(a)(1) of the Fair Labor Standards Act of 1938, as amended.

(v) The wage rate and fringe benefits finally determined under this subparagraph (c)(2) of this clause shall be paid to all employees performing in the classification from the first day on which contract work is performed by them in the classification. Failure to pay the unlisted employees the compensation agreed upon by the interested parties and/or finally determined by the Wage and Hour Division retroactive to the date such class of employees commenced

contract work shall be a violation of the Act and this contract.

(vi) Upon discovery of failure to comply with subparagraph (c)(2) of this clause, the Wage and Hour Division shall make a final determination of conformed classification, wage rate, and/or fringe benefits which shall be retroactive to the date such class or classes of employees commenced contract work.

(3) Adjustment of Compensation. If the term of this contract is more than 1 year, the minimum monetary wages and fringe benefits required to be paid or furnished thereunder to service employees under this contract shall be subject to adjustment after 1 year and not less often than once every 2 years, under wage determinations issued by the Wage and Hour Division.

(d) Obligation to Furnish Fringe Benefits. The Contractor or subcontractor may discharge the obligation to furnish fringe benefits specified in the attachment or determined under subparagraph (c)(2) of this clause by furnishing equivalent combinations of bona fide fringe benefits, or by making equivalent or differential cash payments, only in accordance with Subpart D of 29 CFR Part 4.

(e) Minimum Wage. In the absence of a minimum wage attachment for this contract, neither the Contractor nor any subcontractor under this contract shall pay any person performing work under this contract (regardless of whether the person is a service employee) less than the minimum wage specified by section 6(a)(1) of the Fair Labor Standards Act of 1938. Nothing in this clause shall relieve the Contractor or any subcontractor of any other obligation under law or contract for payment of a higher wage to any employee.

(f) Successor Contracts. If this contract succeeds a contract subject to the Act under which substantially the same services were furnished in the same locality and service employees were paid wages and fringe benefits provided for in a collective bargaining agreement, in the absence of the minimum wage attachment for this contract setting forth such collectively bargained wage rates and fringe benefits, neither the Contractor nor any subcontractor under this contract shall pay any service employee performing any of the contract work (regardless of whether or not such employee was employed under the predecessor contract), less than the wages and fringe benefits provided for in such collective bargaining agreement, to which such employee would have been entitled if employed under the predecessor contract, including accrued wages and fringe benefits and any prospective increases in wages and fringe benefits provided for under such agreement. No Contractor or subcontractor under this contract may be relieved of the foregoing obligation unless the limitations of 29 CFR 4.1b(b) apply or unless the Secretary of Labor or the Secretary's authorized representative finds, after a hearing as provided in 29 CFR 4.10 that the wages and/or fringe benefits provided for in such agreement are substantially at variance with those which prevail for services of a character similar in the locality, or determines, as provided in 29 CFR 4.11, that the collective bargaining agreement applicable to service employees employed under the predecessor contract was not entered into as a result of arm's length negotiations. Where it is found in accordance with the review procedures provided in 29 CFR 4.10 and/or 4.11 and Parts 6 and 8 that some or all of the wages and/or fringe benefits contained in a predecessor Contractor's collective bargaining agreement are substantially at variance with those which prevail for services of a character similar in the locality, and/or that the collective bargaining agreement applicable to service employees employed under the predecessor contract was not entered into as a result of arm's length negotiations, the Department will issue a new or revised wage determination setting forth the applicable wage rates and fringe benefits. Such determination shall be made part of the contract or subcontract, in accordance with the decision of the Administrator, the Administrative Law Judge, or the Board of Service Contract Appeals, as the case may be, irrespective of whether such issuance occurs prior to or after the award of a contract or subcontract (53 Comp. Gen. 401 (1973)). In the case of a wage determination issued solely as a result of a finding of substantial variance, such determination shall be effective as of the date of the final administrative decision.

(g) Notification to Employees. The Contractor and any subcontractor under this contract shall notify each service employee commencing work on this contract of the minimum monetary wage and any fringe benefits required to be paid pursuant to this contract, or shall post the wage determination attached to this contract. The poster provided by the Department of Labor (Publication WH 1313) shall be posted in a prominent and accessible place at the worksite. Failure to comply with this requirement is a violation of section 2(a)(4) of the Act and of this contract.

(h) Safe and Sanitary Working Conditions. The Contractor or subcontractor shall not permit any part of the services

called for by this contract to be performed in buildings or surroundings or under working conditions provided by or under the control or supervision of the Contractor or subcontractor which are unsanitary, hazardous, or dangerous to the health or safety of the service employees. The Contractor or subcontractor shall comply with the safety and health standards applied under 29 CFR Part 1925.

(i) Records. (1) The Contractor and each subcontractor performing work subject to the Act shall make and maintain for 3 years from the completion of the work, and make them available for inspection and transcription by authorized representatives of the Wage and Hour Division, Employment Standards Administration, a record of the following:

(i) For each employee subject to the Act--

(A) Name and address and social security number;

(B) Correct work classification or classifications, rate or rates of monetary wages paid and fringe benefits provided, rate or rates of payments in lieu of fringe benefits, and total daily and weekly compensation;

(C) Daily and weekly hours worked by each employee; and

(D) Any deductions, rebates, or refunds from the total daily or weekly compensation of each employee.

(ii) For those classes of service employees not included in any wage determination attached to this contract, wage rates or fringe benefits determined by the interested parties or by the Administrator or authorized representative under the terms of paragraph (c) of this clause. A copy of the report required by subdivision (c)(2)(ii) of this clause will fulfill this requirement.

(iii) Any list of the predecessor Contractor's employees which had been furnished to the Contractor as prescribed by paragraph (n) of this clause.

(2) The Contractor shall also make available a copy of this contract for inspection or transcription by authorized representatives of the Wage and Hour Division.

(3) Failure to make and maintain or to make available these records for inspection and transcription shall be a violation of the regulations and this contract, and in the case of failure to produce these records, the Contracting Officer, upon direction of the Department of Labor and notification to the Contractor, shall take action to cause suspension of any further payment or advance of funds until the violation ceases.

(4) The Contractor shall permit authorized representatives of the Wage and Hour Division to conduct interviews with employees at the worksite during normal working hours.

(j) Pay Periods. The Contractor shall unconditionally pay to each employee subject to the Act all wages due free and clear and without subsequent deduction (except as otherwise provided by law or regulations, 29 CFR Part 4), rebate, or kickback on any account. These payments shall be made no later than one pay period following the end of the regular pay period in which the wages were earned or accrued. A pay period under this Act may not be of any duration longer than semi-monthly.

(k) Withholding of Payments and Termination of Contract. The Contracting Officer shall withhold or cause to be withheld from the Government Prime Contractor under this or any other Government contract with the Prime Contractor such sums as an appropriate official of the Department of Labor requests or such sums as the Contracting Officer decides may be necessary to pay underpaid employees employed by the Contractor or subcontractor. In the event of failure to pay any employees subject to the Act all or part of the wages or fringe benefits due under the Act, the Contracting Officer may, after authorization or by direction of the Department of Labor and written notification to the Contractor, take action to cause suspension of any further payment or advance of funds until such violations have ceased. Additionally, any failure to comply with the requirements of this clause may be grounds for termination of the right to proceed with the contract work. In such event, the Government may enter into other contracts or arrangements for completion of the work, charging the Contractor in default with any additional cost.

(l) Subcontracts. The Contractor agrees to insert this clause in all subcontracts subject to the Act.

(m) Collective Bargaining Agreements Applicable to Service Employees. If wages to be paid or fringe benefits to be furnished any service employees employed by the Government Prime Contractor or any subcontractor under the contract are provided for in a collective bargaining agreement which is or will be effective during any period in which the contract is being performed, the Government Prime Contractor shall report such fact to the Contracting Officer, together with full information as to the application and accrual of such wages and fringe benefits, including any prospective increases, to service employees engaged in work on the contract, and a copy of the collective bargaining agreement. Such report shall be made upon commencing performance of the contract, in the case of collective bargaining agreements effective at such time, and in the case of such agreements or provisions or amendments thereof effective at a later time during the period of contract performance such agreements shall be reported promptly after negotiation thereof.

(n) Seniority List. Not less than 10 days prior to completion of any contract being performed at a Federal facility where service employees may be retained in the performance of the succeeding contract and subject to a wage determination which contains vacation or other benefit provisions based upon length of service with a Contractor (predecessor) or successor (29 CFR 4.173), the incumbent Prime Contractor shall furnish the Contracting Officer a certified list of the names of all service employees on the Contractor's or subcontractor's payroll during the last month of contract performance. Such list shall also contain anniversary dates of employment on the contract either with the current or predecessor Contractors of each such service employee. The Contracting Officer shall turn over such list to the successor Contractor at the commencement of the succeeding contract.

(o) Rulings and Interpretations. Rulings and interpretations of the Act are contained in Regulations, 29 CFR Part 4.

(p) Contractor's Certification. (1) By entering into this contract, the Contractor (and officials thereof) certifies that neither it (nor he or she) nor any person or firm who has a substantial interest in the Contractor's firm is a person or firm ineligible to be awarded Government contracts by virtue of the sanctions imposed under section 5 of the Act.

(2) No part of this contract shall be subcontracted to any person or firm ineligible for award of a Government contract under section 5 of the Act.

(3) The penalty for making false statements is prescribed in the U.S. Criminal Code, 18 U.S.C. 1001.

(q) Variations, Tolerances, and Exemptions Involving Employment. Notwithstanding any of the provisions in paragraphs (b) through (o) of this clause, the following employees may be employed in accordance with the following variations, tolerances, and exemptions, which the Secretary of Labor, pursuant to section 4(b) of the Act prior to its amendment by Pub. L. 92-473, found to be necessary and proper in the public interest or to avoid serious impairment of the conduct of Government business:

(1) Apprentices, student-learners, and workers whose earning capacity is impaired by age, physical or mental deficiency, or injury may be employed at wages lower than the minimum wages otherwise required by section 2(a)(1) or 2(b)(1) of the Act without diminishing any fringe benefits or cash payments in lieu thereof required under section 2(a)(2) of the Act, in accordance with the conditions and procedures prescribed for the employment of apprentices, student-learners, handicapped persons, and handicapped clients of sheltered workshops under section 14 of the Fair Labor Standards Act of 1938, in the regulations issued by the Administrator (29 CFR Parts 520, 521, 524, and 525).

(2) The Administrator will issue certificates under the Act for the employment of apprentices, student-learners, handicapped persons, or handicapped clients of sheltered workshops not subject to the Fair Labor Standards Act of 1938, or subject to different minimum rates of pay under the two acts, authorizing appropriate rates of minimum wages (but without changing requirements concerning fringe benefits or supplementary cash payments in lieu thereof), applying procedures prescribed by the applicable regulations issued under the Fair Labor Standards Act of 1938 (29 CFR Parts 520, 521, 524, and 525).

(3) The Administrator will also withdraw, annul, or cancel such certificates in accordance with the regulations in 29 CFR Parts 525 and 528.

(r) Apprentices. Apprentices will be permitted to work at less than the predetermined rate for the work they perform when they are employed and individually registered in a bona fide apprenticeship program registered with a State Apprenticeship Agency which is recognized by the U.S. Department of Labor, or if no such recognized agency exists in a State, under a program registered with the Bureau of Apprenticeship and Training, Employment and Training Administration, U.S. Department of Labor. Any employee who is not registered as an apprentice in an approved program shall be paid the wage rate and fringe benefits contained in the applicable wage determination for the journeyman classification of work actually performed. The wage rates paid apprentices shall not be less than the wage rate for their level of progress set forth in the registered program, expressed as the appropriate percentage of the journeyman's rate contained in the applicable wage determination. The allowable ratio of apprentices to journeymen employed on the contract work in any craft classification shall not be greater than the ratio permitted to the Contractor as to his entire work force under the registered program.

(s) Tips. An employee engaged in an occupation in which the employee customarily and regularly receives more than \$30 a month in tips may have the amount of these tips credited by the employer against the minimum wage required by section 2(a)(1) or section 2(b)(1) of the Act, in accordance with section 3(m) of the Fair Labor Standards Act and Regulations, 29 CFR Part 531. However, the amount of credit shall not exceed \$1.34 per hour beginning January 1, 1981. To use this provision--

- (1) The employer must inform tipped employees about this tip credit allowance before the credit is utilized;
- (2) The employees must be allowed to retain all tips (individually or through a pooling arrangement and regardless of whether the employer elects to take a credit for tips received);
- (3) The employer must be able to show by records that the employee receives at least the applicable Service Contract Act minimum wage through the combination of direct wages and tip credit; and
- (4) The use of such tip credit must have been permitted under any predecessor collective bargaining agreement applicable by virtue of section 4(c) of the Act.

Disputes Concerning Labor Standards. The U.S. Department of Labor has set forth in 29 CFR Parts 4, 6, and 8 procedures for resolving disputes concerning labor standards requirements. Such disputes shall be resolved in accordance with those procedures and not the Disputes clause of this contract. Disputes within the meaning of this clause include disputes between the Contractor (or any of its subcontractors) and the contracting agency, the U.S. Department of Labor, or the employees or their representatives.

(End of clause)

52.222-42 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (MAY 1989)

In compliance with the Service Contract Act of 1965, as amended, and the regulations of the Secretary of Labor (29 CFR Part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

THIS STATEMENT IS FOR INFORMATION ONLY: IT IS NOT A WAGE DETERMINATION
Employee Class Monetary Wage-Fringe Benefits

Labor Classification/Title of Category	Hourly Rate
Budget Assistant	\$14.16
Accounting Technician	\$14.16
Lead Accounting Technician	\$17.43
Systems Administrator	\$19.25

Payroll Voucher Examiner	\$14.16
Travel Voucher Examiner	\$14.16
Vendor Pay Voucher Examiner	\$14.16
Lead Voucher Examiner	\$15.74

These rates were developed in accordance with FAR 22.1016 guidance.

(End of clause)

52.245-1 PROPERTY RECORDS (APR 1984)

The Government shall maintain the Government's official property records in connection with Government property under this contract. The Government Property clause is hereby modified by deleting the requirement for the Contractor to maintain such records.

(End of clause)

52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

<http://farsite.hill.af.mil/>
<http://www.arnet.gov/far>

52.252-6 AUTHORIZED DEVIATIONS IN CLAUSES (APR 1984)

(a) The use in this solicitation or contract of any Federal Acquisition Regulation (48 CFR Chapter 1) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the date of the clause.

(b) The use in this solicitation or contract of any Defense Federal Acquisition Regulation Supplement (48 CFR Chapter 2) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the name of the regulation.

(End of clause)

252.204-7000 DISCLOSURE OF INFORMATION (DEC 1991)

(a) The Contractor shall not release to anyone outside the Contractor's organization any unclassified information, regardless of medium (e.g., film, tape, document), pertaining to any part of this contract or any program related to this contract, unless--

(1) The Contracting Officer has given prior written approval; or

(2) The information is otherwise in the public domain before the date of release.

(b) Requests for approval shall identify the specific information to be released, the medium to be used, and the purpose for the release. The Contractor shall submit its request to the Contracting Officer at least 45 days before the proposed date for release.

(c) The Contractor agrees to include a similar requirement in each subcontract under this contract. Subcontractors shall submit requests for authorization to release through the prime contractor to the Contracting Officer.

(End of clause)

252.204-7004 REQUIRED CENTRAL CONTRACTOR REGISTRATION.(NOV 2001)

(a) Definitions.

As used in this clause--

(1) Central Contractor Registration (CCR) database means the primary DoD repository for contractor information required for the conduct of business with DoD.

(2) Data Universal Numbering System (DUNS) number means the 9-digit number assigned by Dun and Bradstreet Information Services to identify unique business entities.

(3) Data Universal Numbering System +4 (DUNS+4) number means the DUNS number assigned by Dun and Bradstreet plus a 4-digit suffix that may be assigned by a parent (controlling) business concern. This 4-digit suffix may be assigned at the discretion of the parent business concern for such purposes as identifying subunits or affiliates of the parent business concern.

(4) Registered in the CCR database means that all mandatory information, including the DUNS number or the DUNS+4 number, if applicable, and the corresponding Commercial and Government Entity (CAGE) code, is in the CCR database; the DUNS number and the CAGE code have been validated; and all edits have been successfully completed.

(b)(1) By submission of an offer, the offeror acknowledges the requirement that a prospective awardee must be registered in the CCR database prior to award, during performance, and through final payment of any contract resulting from this solicitation, except for awards to foreign vendors for work to be performed outside the United States.

(2) The offeror shall provide its DUNS or, if applicable, its DUNS+4 number with its offer, which will be used by the Contracting Officer to verify that the offeror is registered in the CCR database.

(3) Lack of registration in the CCR database will make an offeror ineligible for award.

(4) DoD has established a goal of registering an applicant in the CCR database within 48 hours after receipt of a complete and accurate application via the Internet. However, registration of an applicant submitting an application through a method other than the Internet may take up to 30 days. Therefore, offerors that are not registered should consider applying for registration immediately upon receipt of this solicitation.

(c) The Contractor is responsible for the accuracy and completeness of the data within the CCR, and for any liability resulting from the Government's reliance on inaccurate or incomplete data. To remain registered in the CCR database after the initial registration, the Contractor is required to confirm on an annual basis that its information in the CCR database is accurate and complete.

(d) Offerors and contractors may obtain information on registration and annual confirmation requirements by calling 1-888-227-2423, or via the Internet at <http://www.ccr.gov>.

(End of clause)

252.232-7007 LIMITATION OF GOVERNMENT'S OBLIGATION (AUG 1993)

(a) Contract line item(s) _____ through _____ are incrementally funded. For these item(s), the sum of \$ _____ of the total price is presently available for payment and allotted to this contract. An allotment schedule is set forth in paragraph (i) of this clause.

(b) For item(s) identified in paragraph (a) of this clause, the Contractor agrees to perform up to the point at which the total amount payable by the Government, including reimbursement in the event of termination of those item(s) for the Government's convenience, approximates the total amount currently allotted to the contract. The Contractor will not be obligated to continue work on those item(s) beyond that point. The Government will not be obligated in any event to reimburse the Contractor in excess of the amount allotted to the contract for those item(s) regardless of anything to the contrary in the clause entitled "TERMINATION FOR THE CONVENIENCE OF THE GOVERNMENT." As used in this clause, the total amount payable by the Government in the event of termination of applicable contract line item(s) for convenience includes costs, profit and estimated termination settlement costs for those item(s).

(c) Notwithstanding the dates specified in the allotment schedule in paragraph (i) of this clause, the Contractor will notify the Contracting Officer in writing at least thirty days prior to the date when, in the Contractor's best judgment, the work will reach the point at which the total amount payable by the Government, including any cost for termination for convenience, will approximate 85 percent of the total amount then allotted to the contract for performance of the applicable item(s). The notification will state (1) the estimated date when that point will be reached and (2) an estimate of additional funding, if any, needed to continue performance of applicable line items up to the next scheduled date for allotment of funds identified in paragraph (i) of this clause, or to a mutually agreed upon substitute date. The notification will also advise the Contracting Officer of the estimated amount of additional funds that will be required for the timely performance of the item(s) funded pursuant to this clause, for subsequent period as may be specified in the allotment schedule in paragraph (i) of this clause, or otherwise agreed to by the parties. If after such notification additional funds are not allotted by the date identified in the Contractor's notification, or by an agreed substitute date, the Contracting Officer will terminate any item(s) for which additional funds have not been allotted, pursuant to the clause of this contract entitled "TERMINATION FOR THE CONVENIENCE OF THE GOVERNMENT".

(d) When additional funds are allotted for continued performance of the contract line item(s) identified in paragraph (a) of this clause, the parties will agree as to the period of contract performance which will be covered by the funds. The provisions of paragraph (b) through (d) of this clause will apply in like manner to the additional allotted funds and agreed substitute date, and the contract will be modified accordingly.

(e) If, solely by reason of failure of the Government to allot additional funds, by the dates indicated below, in amounts sufficient for timely performance of the contract line item(s) identified in paragraph (a) of this clause, the Contractor incurs additional costs or is delayed in the performance of the work under this contract and if additional funds are allotted, an equitable adjustment will be made in the price or prices (including appropriate target, billing, and ceiling prices where applicable) of the item(s), or in the time of delivery, or both. Failure to agree to any such equitable adjustment hereunder will be a dispute concerning a question of fact within the meaning of the clause entitled "disputes."

(f) The Government may at any time prior to termination allot additional funds for the performance of the contract line item(s) identified in paragraph (a) of this clause.

(g) The termination provisions of this clause do not limit the rights of the Government under the clause entitled "DEFAULT." The provisions of this clause are limited to work and allotment of funds for the contract line item(s) set forth in paragraph (a) of this clause. This clause no longer applies once the contract is fully funded except with regard to the rights or obligations of the parties concerning equitable adjustments negotiated under paragraphs (d) or (e) of this clause.

(h) Nothing in this clause affects the right of the Government to this contract pursuant to the clause of this contract entitled "TERMINATION FOR CONVENIENCE OF THE GOVERNMENT."

(i) The parties contemplate that the Government will allot funds to this contract in accordance with the following schedule:

On execution of contract/Option	\$25%
January (Second Quarter)	\$25%
April (Third Quarter)	\$25%
July (Forth Quarter)	\$25%

(End of clause)

SECTION J List of Documents, Exhibits and Other Attachments

CLAUSES INCORPORATED BY FULL TEXT

Ddl-J10 LIST OF ATTACHMENTS

Attachment J.1 – Performance Work Statement

Attachment J.2 – Wage Determination

Attachment J.3 – Value Engineering

Attachment J.4 – Past Performance Questionnaire

SECTION K Representations, Certifications and Other Statements of Offerors

CLAUSES INCORPORATED BY REFERENCE:

52.203-11	Certification And Disclosure Regarding Payments To Influence Certain Federal Transactions	APR 1991
52.222-38	Compliance with Veterans' Employment Reporting Requirements	DEC 2001
252.204-7001	Commercial And Government Entity (CAGE) Code Reporting	AUG 1999
252.209-7001	Disclosure of Ownership or Control by the Government of a Terrorist Country	MAR 1998

CLAUSES INCORPORATED BY FULL TEXT

52.203-2 CERTIFICATE OF INDEPENDENT PRICE DETERMINATION (APR 1985)

(a) The offeror certifies that --

(1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to --

(i) Those prices,

(ii) The intention to submit an offer, or

(iii) The methods of factors used to calculate the prices offered:

(2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory --

(1) Is the person in the offeror's organization responsible for determining the prices offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision; or

(2) (i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision _____ (insert full name of person(s) in the offeror's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the offeror's organization);

(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) above have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and

(iii) As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision.

(c) If the offeror deletes or modifies subparagraph (a)(2) of this provision, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

(End of provision)

52.204-3 TAXPAYER IDENTIFICATION (OCT 1998)

(a) Definitions.

“Common parent,” as used in this provision, means that corporate entity that owns or controls an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the offeror is a member.

“Taxpayer Identification Number (TIN),” as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a Social Security Number or an Employer Identification Number.

(b) All offerors must submit the information required in paragraphs (d) through (f) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M, and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements described in Federal Acquisition Regulation (FAR) 4.904, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the offeror's relationship with the Government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to the payment reporting requirements described in FAR 4.904, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(d) Taxpayer Identification Number (TIN).

___ TIN: _____

___ TIN has been applied for.

___ TIN is not required because:

___ Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

___ Offeror is an agency or instrumentality of a foreign government;

___ Offeror is an agency or instrumentality of the Federal Government.

(e) Type of organization.

___ Sole proprietorship;

___ Partnership;

___ Corporate entity (not tax-exempt);

___ Corporate entity (tax-exempt);

___ Government entity (Federal, State, or local);

- ☐ Foreign government;
- ☐ International organization per 26 CFR 1.6049-4;
- ☐ Other _____

(f) Common parent.

☐ Offeror is not owned or controlled by a common parent as defined in paragraph (a) of this provision.

☐ Name and TIN of common parent:

Name _____

TIN _____

(End of provision)

52.204-5 WOMEN-OWNED BUSINESS (OTHER THAN SMALL BUSINESS) (MAY 1999)

(a) Definition. Women-owned business concern, as used in this provision, means a concern that is at least 51 percent owned by one or more women; or in the case of any publicly owned business, at least 51 percent of its stock is owned by one or more women; and whose management and daily business operations are controlled by one or more women.

(b) Representation. [Complete only if the offeror is a women-owned business concern and has not represented itself as a small business concern in paragraph (b)(1) of FAR 52.219-1, Small Business Program Representations, of this solicitation.] The offeror represents that it () is a women-owned business concern.

(End of provision)

52.209-5 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, PROPOSED DEBARMENT, AND OTHER RESPONSIBILITY MATTERS (DEC 2001)

(a)(1) The Offeror certifies, to the best of its knowledge and belief, that--

(i) The Offeror and/or any of its Principals--

(A) Are () are not () presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

(B) Have () have not (), within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

(C) Are () are not () presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in subdivision (a)(1)(i)(B) of this provision.

(ii) The Offeror has () has not (), within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

THIS CERTIFICATION CONCERNS A MATTER WITHIN THE JURISDICTION OF AN AGENCY OF THE UNITED STATES AND THE MAKING OF A FALSE, FICTITIOUS, OR FRAUDULENT CERTIFICATION MAY RENDER THE MAKER SUBJECT TO PROSECUTION UNDER SECTION 1001, TITLE 18, UNITED STATES CODE.

(b) The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Offeror nonresponsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

(End of provision)

52.222-22 PREVIOUS CONTRACTS AND COMPLIANCE REPORTS (FEB 1999)

The offeror represents that --

(a) ☐ It has, ☐ has not participated in a previous contract or subcontract subject to the Equal Opportunity clause of this solicitation;

(b) ☐ It has, ☐ has not, filed all required compliance reports; and

(c) Representations indicating submission of required compliance reports, signed by proposed subcontractors, will be obtained before subcontract awards.

(End of provision)

52.222-25 AFFIRMATIVE ACTION COMPLIANCE (FEB 1984)

The offeror represents that

(a) ☐ it has developed and has on file, ☐ has not developed and does not have on file, at each establishment, affirmative action programs required by the rules and regulations of the Secretary of Labor (41 CFR 60-1 and 60-2), or

(b) ☐ has not previously had contracts subject to the written affirmative action programs requirement of the rules and regulations of the Secretary of Labor.

(End of provision)

52.223-13 CERTIFICATION OF TOXIC CHEMICAL RELEASE REPORTING (OCT 2000)

(a) Submission of this certification is a prerequisite for making or entering into this contract imposed by Executive Order 12969, August 8, 1995.

(b) By signing this offer, the offeror certifies that--

(1) As the owner or operator of facilities that will be used in the performance of this contract that are subject to the filing and reporting requirements described in section 313 of the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA) (42 U.S.C. 11023) and section 6607 of the Pollution Prevention Act of 1990 (PPA) (42 U.S.C. 13106), the offeror will file and continue to file for such facilities for the life of the contract the Toxic Chemical Release Inventory Form (Form R) as described in sections 313(a) and (g) of EPCRA and section 6607 of PPA; or

(2) None of its owned or operated facilities to be used in the performance of this contract is subject to the Form R filing and reporting requirements because each such facility is exempt for at least one of the following reasons: (Check each block that is applicable.)

☐ (i) The facility does not manufacture, process or otherwise use any toxic chemicals listed under section 313(c) of EPCRA, 42 U.S.C. 11023(c);

☐ (ii) The facility does not have 10 or more full-time employees as specified in section 313.(b)(1)(A) of EPCRA 42 U.S.C. 11023(b)(1)(A);

☐ (iii) The facility does not meet the reporting thresholds of toxic chemicals established under section 313(f) of EPCRA, 42 U.S.C. 11023(f) (including the alternate thresholds at 40 CFR 372.27, provided an appropriate certification form has been filed with EPA);

☐ (iv) The facility does not fall within Standard Industrial Classification Code (SIC) major groups 20 through 39 or their corresponding North American Industry Classification System (NAICS) sectors 31 through 33; or

☐ (v) The facility is not located within any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the United States Virgin Islands, the Northern Mariana Islands, or any other territory or possession over which the United States has jurisdiction.

52.230-1 COST ACCOUNTING STANDARDS NOTICES AND CERTIFICATION (JUN 2000)

Note: This notice does not apply to small businesses or foreign governments. This notice is in three parts, identified by Roman numerals I through III.

Offerors shall examine each part and provide the requested information in order to determine Cost Accounting Standards (CAS) requirements applicable to any resultant contract.

If the offeror is an educational institution, Part II does not apply unless the contemplated contract will be subject to full or modified CAS coverage pursuant to 48 CFR 9903.201-2(c)(5) or 9903.201-2(c)(6), respectively.

I. DISCLOSURE STATEMENT--COST ACCOUNTING PRACTICES AND CERTIFICATION

(a) Any contract in excess of \$500,000 resulting from this solicitation will be subject to the requirements of the Cost Accounting Standards Board (48 CFR Chapter 99), except for those contracts which are exempt as specified in 48 CFR 9903.201-1.

(b) Any offeror submitting a proposal which, if accepted, will result in a contract subject to the requirements of 48 CFR Chapter 99 must, as a condition of contracting, submit a Disclosure Statement as required by 48 CFR 9903.202. When required, the Disclosure Statement must be submitted as a part of the offeror's proposal under this solicitation unless the offeror has already submitted a Disclosure Statement disclosing the practices used in connection with the pricing of this proposal. If an applicable Disclosure Statement has already been submitted, the offeror may satisfy the requirement for submission by providing the information requested in paragraph (c) of Part I of this provision.

CAUTION: In the absence of specific regulations or agreement, a practice disclosed in a Disclosure Statement shall not, by virtue of such disclosure, be deemed to be a proper, approved, or agreed-to practice for pricing proposals or accumulating and reporting contract performance cost data.

(c) Check the appropriate box below:

(1) Certificate of Concurrent Submission of Disclosure Statement.

The offeror hereby certifies that, as a part of the offer, copies of the Disclosure Statement have been submitted as follows: (i) original and one copy to the cognizant Administrative Contracting Officer (ACO) or cognizant Federal agency official authorized to act in that capacity (Federal official), as applicable, and (ii) one copy to the cognizant Federal auditor.

(Disclosure must be on Form No. CASB DS-1 or CASB DS-2, as applicable. Forms may be obtained from the cognizant ACO or Federal official and/or from the loose-leaf version of the Federal Acquisition Regulation.)

Date of Disclosure Statement: _____ Name and Address of Cognizant ACO or Federal Official
Where Filed: _____

The offeror further certifies that the practices used in estimating costs in pricing this proposal are consistent with the cost accounting practices disclosed in the Disclosure Statement.

(2) Certificate of Previously Submitted Disclosure Statement.

The offeror hereby certifies that the required Disclosure Statement was filed as follows:

Date of Disclosure Statement: _____ Name and Address of Cognizant ACO or Federal
Official Where Filed: _____

The offeror further certifies that the practices used in estimating costs in pricing this proposal are consistent with the cost accounting practices disclosed in the applicable Disclosure Statement.

(3) Certificate of Monetary Exemption.

The offeror hereby certifies that the offeror, together with all divisions, subsidiaries, and affiliates under common control, did not receive net awards of negotiated prime contracts and subcontracts subject to CAS totaling more than \$50 million (of which at least one award exceeded \$1 million) in the cost accounting period immediately preceding the period in which this proposal was submitted. The offeror further certifies that if such status changes before an award resulting from this proposal, the offeror will advise the Contracting Officer immediately.

(4) Certificate of Interim Exemption.

The offeror hereby certifies that (i) the offeror first exceeded the monetary exemption for disclosure, as defined in (3) of this subsection, in the cost accounting period immediately preceding the period in which this offer was submitted and (ii) in accordance with 48 CFR 9903.202-1, the offeror is not yet required to submit a Disclosure Statement. The offeror further certifies that if an award resulting from this proposal has not been made within 90 days after the end of that period, the offeror will immediately submit a revised certificate to the Contracting Officer,

in the form specified under subparagraph (c)(1) or (c)(2) of Part I of this provision, as appropriate, to verify submission of a completed Disclosure Statement.

CAUTION: Offerors currently required to disclose because they were awarded a CAS-covered prime contract or subcontract of \$50 million or more in the current cost accounting period may not claim this exemption (4). Further, the exemption applies only in connection with proposals submitted before expiration of the 90-day period following the cost accounting period in which the monetary exemption was exceeded.

II. COST ACCOUNTING STANDARDS--ELIGIBILITY FOR MODIFIED CONTRACT COVERAGE

If the offeror is eligible to use the modified provisions of 48 CFR 9903.201-2(b) and elects to do so, the offeror shall indicate by checking the box below. Checking the box below shall mean that the resultant contract is subject to the Disclosure and Consistency of Cost Accounting Practices clause in lieu of the Cost Accounting Standards clause.

() The offeror hereby claims an exemption from the Cost Accounting Standards clause under the provisions of 48 CFR 9903.201-2(b) and certifies that the offeror is eligible for use of the Disclosure and Consistency of Cost Accounting Practices clause because during the cost accounting period immediately preceding the period in which this proposal was submitted, the offeror received less than \$50 million in awards of CAS-covered prime contracts and subcontracts. The offeror further certifies that if such status changes before an award resulting from this proposal, the offeror will advise the Contracting Officer immediately.

CAUTION: An offeror may not claim the above eligibility for modified contract coverage if this proposal is expected to result in the award of a CAS-covered contract of \$50 million or more or if, during its current cost accounting period, the offeror has been awarded a single CAS-covered prime contract or subcontract of \$25 million or more.

III. ADDITIONAL COST ACCOUNTING STANDARDS APPLICABLE TO EXISTING CONTRACTS

The offeror shall indicate below whether award of the contemplated contract would, in accordance with subparagraph (a)(3) of the Cost Accounting Standards clause, require a change in established cost accounting practices affecting existing contracts and subcontracts.

() YES () NO

(End of clause)

52.233-2 SERVICE OF PROTEST (AUG 1996)

(a) Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the General Accounting Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from _____ (Contracting Officer designate the official or location where a protest may be served on the Contracting Officer.)

(b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

(End of provision)

52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by

paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

[Insert one or more Internet addresses]

Ddl-K20 AUTHORIZED NEGOTIATORS

The offeror shall provide the name and telephone number of personnel authorized to negotiate on behalf of the offeror:

In addition, the offeror shall provide a facsimile number and an email address to which correspondence and documents may be forwarded to the offeror, both prior to contract award and following contract award:

Facsimile: _____

Email: _____

SECTION L Instructions, Conditions and Notices to Bidders

CLAUSES INCORPORATED BY REFERENCE:

52.204-6	Data Universal Numbering System (DUNS) Number	JUN 1999
52.211-14	Notice Of Priority Rating For National Defense Use	SEP 1990
52.215-1	Instructions to Offerors--Competitive Acquisition	MAY 2001
52.215-20	Requirements for Cost or Pricing Data or Information Other Than Cost or Pricing Data	OCT 1997

CLAUSES INCORPORATED BY FULL TEXT

TECHNICAL/MANAGEMENT PROPOSAL GENERAL GUIDELINES (MAY 1993) (NSWCDD)

- (a) The technical/management proposal should be written so that management oriented personnel can make a thorough evaluation and arrive at a sound determination as to whether the proposal meets the requirements of this solicitation. To this end, the technical proposal shall be so specific, detailed and complete as to clearly and fully demonstrate that the prospective contractor has a thorough understanding of the technical requirements contained in Section C of this solicitation. The technical proposal shall not exceed the page limits in the clause FORMAT AND INSTRUCTIONS FOR PROPOSALS.
- (b) Statements such as "the offeror understands, will comply with the statement of work, standard procedures will be employed, well known techniques will be used" and general paraphrasing of the statement of work are considered inadequate. The technical proposal must provide details concerning what the contractor will do and how it will be done. This includes a full explanation of the techniques, disciplines, and procedures proposed to be followed.
- (c) Unnecessarily elaborate brochures or other presentations beyond that sufficient to present a complete and effective proposal are not desired and may be construed as an indication of the offer's lack of cost consciousness. Elaborate art work, expensive paper and bindings, or expensive visual and other presentation aids are neither necessary nor wanted.
- (d) In the event any portion of the technical proposal is written by anyone who is not a bona fide employee of the firm submitting the proposal, a certificate to this effect shall be furnished. It must be signed by a responsible officer of the offeror and shall show the author's name, employment capacity, the name of the person's firm, the relationship of that firm to the offeror's, and the portion of the technical proposal he/she wrote.
- (e) Technical information previously submitted, if any, may not be considered by the Government; hence, any such information should not be relied upon or incorporated in the technical proposal by reference.

52.207-2 NOTICE OF COST COMPARISON (NEGOTIATED) (FEB 1993)

- (a) This solicitation is part of a Government cost comparison to determine whether accomplishing the specified work under contract or by Government performance is more economical. If Government performance is determined to be more economical, this solicitation will be canceled and no contract will be awarded.
- (b) The Government's cost estimate for performance by the Government will be based on the work statement in this solicitation and will be submitted by designated agency personnel to the Contracting Officer in a sealed envelope not

later than the time set for receipt of initial proposals.

(c) After completion of proposal evaluation, negotiation, and selection of the most advantageous proposal, the Contracting Officer, in the presence of the preparer of the cost estimate for Government performance, will open the sealed cost estimate envelope. These officials will make a cost comparison before public announcement. Depending on whether the cost-comparison result favors performance under contract or Government performance, the procedure in either subparagraph (1) or (2) following applies:

(1) If the result of the cost comparison favors performance under contract and administrative approval is obtained, the Contracting Officer will award a contract and publicly reveal the completed cost-comparison form showing the cost estimate for Government performance, its detailed supporting data, and the Contractor's name. However, this award is conditioned on the offer remaining the more economical alternative after (i) completion of a public review period of 30 working days beginning with the date this information is available to interested parties and

(ii) resolution of any requests for review under the agency appeals procedure (see paragraph (d) of this section). The Government assumes no liability for costs incurred during the periods specified in (i) and (ii). The Contracting Officer will then either notify the Contractor in writing that it may proceed with performance of the contract or will cancel the contract at no cost to the Government.

(2) If the result of the cost comparison favors Government performance, the Contracting Officer will publicly disclose this result, the completed cost-comparison form and its detailed supporting data, and the price of the offer most advantageous to the Government. After (i) completion of a public review 30 working days beginning with the date this information is available to interested parties and (ii) resolution of any requests for review under the agency appeals procedure (see paragraph (d) below), the Contracting Officer will either cancel this solicitation or award a contract, as appropriate.

(d) During the public review period, directly affected parties may file with the Contracting Officer written requests, based on specific objections, for administrative review of the cost comparison result under the agency appeals procedure. The appeals procedure shall be used only to resolve questions concerning the calculation of the cost comparison and will not apply to questions concerning award to one offeror in preference to another. Agency determinations under the appeals procedure shall be final.

(e) A cost estimate for Government performance is considered a proposal for purposes of this solicitation's Late Submissions, Modifications, and Withdrawal of Proposals or Quotations provision, and a late modification that displaces an otherwise low cost estimate for Government performance shall not be considered.

(End of provision)

52.216-1 TYPE OF CONTRACT (APR 1984)

The Government contemplates award of a Firm Fixed Price contract resulting from this solicitation.

(End of clause)

52.233-2 SERVICE OF PROTEST (AUG 1996)

(a) Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the General Accounting Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from _____ (Contracting Officer designate the official or location where a protest may be served on the Contracting Officer.)

(b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

(End of provision)

252.204-7001 COMMERCIAL AND GOVERNMENT ENTITY (CAGE) CODE REPORTING (AUG 1999)

(a) The offeror is requested to enter its CAGE code on its offer in the block with its name and address. The CAGE code entered must be for that name and address. Enter "CAGE" before the number.

(b) If the offeror does not have a CAGE code, it may ask the Contracting Officer to request one from the Defense Logistics Information Service (DLIS). The Contracting Officer will--

(1) Ask the Contractor to complete section B of a DD Form 2051, Request for Assignment of a Commercial and Government Entity (CAGE) Code;

(2) Complete section A and forward the form to DLIS; and

(3) Notify the Contractor of its assigned CAGE code.

(c) Do not delay submission of the offer pending receipt of a CAGE code.

(End of provision)

FORMAT AND INSTRUCTIONS FOR PROPOSALS

The Proposal submitted in response to this solicitation will be formatted as follows. Offerors shall furnish an Original and two (2) copies of Volume I, Standard Form of Contract, an Original and six (6) copies of Volume II, and an Original and six (6) copies of Volume III, including attachments. Originals shall be marked "ORIGINAL" and copies shall be marked "COPY." A cover letter may accompany the proposal to set forth any information that the offeror wishes to bring to the attention of the Government. The proposal shall consist of the following volumes and must include all requested information.

(a) Volume I – Standard Form of Contract (Standard Form 33)

This volume of the proposal shall consist of Sections A, B, C, D, E, F, G, H, I, and K of the solicitation document (including amendments as submitted to the offerors.)

(1) Section A – Cover Sheet

Blocks 13, 15, 16, and 18 of page 1 of Standard Form 33 will be completed by offerors and Block 17 shall be signed to show that the offeror has read and agrees to comply with all the conditions and instruction provided in the solicitation document.

(2) Section B – Pricing

Complete all pricing and extensions.

(3) Sections C, D, E, F, G, H, and I

By incorporating the provisions set forth in Sections C, D, E, F, G, H, and I of the solicitation document into Volume I of the proposal, the offeror is agreeing to comply with these provisions.

(4) Section K – Representations Certifications and Other Statements of Offerors

The offeror must check or complete all applicable boxes or blocks in the paragraphs under Section K of the solicitation document and resubmit the full section as part of Volume I of the proposal.

(b) Volume II – Technical / Management Proposal

The Technical / Management Proposal shall not contain any reference to cost. It shall be page number, organized into the following sections, and contain the following information:

Section 1 – TECHNICAL UNDERSTANDING/CAPABILITY

1. Address all elements of the PWS - Proposals will be evaluated on if the offeror is fully knowledgeable of the personnel, skills, effort, and methodology needed to successfully perform the work. The proposal will be evaluated on how well the technical approach supports all contract and work requirements and performance standards within the stated Maximum Allowable Defect Rate (MADR).
2. Allocation of Resources to Performance Requirements - A Staffing Matrix is required that includes all numbers and labor categories of the staff to be provided for contract performance. This matrix will correlate all proposed labor (by numbers and category title) on one axis with PWS Paragraph 5 Specific Requirements on the other axis.
3. The contractor must demonstrate knowledge and experience in using the systems and software listed in Technical Exhibit 2 of the PWS. The systems/software considered critical to this function are: AUTODOC; CDB; COBRA; DCPS; DEPCON; DIFMS; DOCUANALYZER; DOCUMENT DIRECT; EDA; EXCEL; FADA; ILSMIS; MOCAS; NAFI; SLACADA; SOA; STARS. The contractor should also have familiarity with CAS; ACCESS; CCR.DLIS.DLA.MIL; CERPS; CHOOSE; CITIDIRECT; DAASINQ (Norfolk); DFAS.MIL; DFAS4DOD; DRATS; FEDFORMS; FEDSIM; FRS; FTP; HCM; INTERNET; INTRANET; NMCI; OLRV; POWERPOINT; REMEDY; SDW; SWA; SWT; WIS; WORD; and WP. Definitions for the acronyms are contained in the PWS.

Section 2 – MANAGEMENT CAPABILITY

1. Quality Control Plan – A Quality Control Plan will be provided that fully addresses PWS Section C.1.6 Service Provider Quality Control. This document will become the cornerstone for the effective management of the services.
2. Transition Plan – A comprehensive Transition Plan in accordance with PWS Section C.1.8 Continuity of Operations is required. The Transition Plan will ensure a smooth transition from contract award to full operational status; a smooth transition from contract performance to performance by a different Service Provider in a follow-on period; and no interruption to performance as required in this solicitation.
3. Strike Contingency Plan – A comprehensive Strike Contingency Plan is required and will describe the actions that will be taken to assure performance of the contract requirements in the event of a labor action, which could slow down or stop performance. The plan will be evaluated based upon its perceived ability to be implemented in a successful and timely manner within the circumstances, timeframes and resource constraints the provider is likely to experience when the plan must be carried out.
4. Organizational Structure – The provider will describe the corporate structure and functional relationships and responsibilities assigned to the organizational elements that will participate in accomplishment of this effort (including any subcontractors). Included will be a description of the internal management lines of communication and how close liaison with cognizant Government representatives will be maintained.

Section 3 – PERSONNEL

1. Key Personnel Resumes – Resumes for a Project Manager and Alternate Project Manager are required in accordance with paragraph C.1.3.2. Resumes will reflect specific qualifications of individuals including education and experience. Additional Key Personnel will be identified by the offeror for managers and

any other individuals who will have overall responsibility for the effort being performed. Their resumes shall clearly indicate adequate experience relevant to the position being proposed.

2. **Non Key Personnel Qualifications** – Offerors are required to provide specific labor categories along with specific minimum qualifications for your non-key positions. Discuss how qualifications were established for each position. Discuss your approach to compliance with FAR 52-207-3, Right of First Refusal.
3. **Personnel Recruitment/Retention/Skills Development** – These areas will be evaluated based upon their adequacy to provide qualified personnel at contract start and after contract award. Recruitment includes the approach to staffing buildup and management. Retention includes the offeror's personnel management policies and practices designed to motivate employee performance and encourage longevity with the firm. Skills development includes the offeror's approach to training primarily in the functional areas of the PWS, and how this training is financed.

Section 4 – PAST PERFORMANCE and RELEVANT EXPERIENCE

1. **Contractor Performance Assessment Reporting System (CPARS)**. The offeror shall describe their past performance and relevant experience performing contracts for similar services and of similar dollar value. The Government intends to evaluate this element based upon the Contractor Performance Reporting System rating. The offeror may rely on its CPARS data for past performance evaluation purposes if such data exists and is complete. Offerors are responsible for checking and verifying the existence of suitable CPARS data. If CPARS data is not available, the offeror may submit past performance data through customer surveys as described in paragraph 2 below. Offerors who do not have relevant experience will be assigned a neutral rating in this area. The CPARS areas of evaluation are; Quality of Service, Schedule, Cost Control, Business Relations, and Management of Key Personnel.
2. **Past Performance Questionnaire**. Offerors who do not have a CPARS record or who have a record that is not applicable to this type of contract, should distribute the Past Performance Questionnaire. The offeror is responsible for the distribution of all Past Performance Questionnaires, Attachment J.4. Questionnaires should be distributed not later than 7 days after receipt of the solicitation. The cutoff date for receipt of questionnaires by the Government is 2 weeks after the closing date of the solicitation. It is in the offeror's best interest to do a thorough and prompt job of distributing the past performance questionnaires. The offeror shall send a copy of the questionnaire directly to the Government Program Manager or Contracting Officer Representative for each relevant contract completed in the last three years or currently in progress. The offeror shall request the recipients of the questionnaire to complete the instrument and forward it to the Government Contracting Officer at the following address:

Contracting Officer
Naval Surface Warfare Center, Dahlgren Division
Attn: XDS12
17320 Dahlgren Road
Dahlgren, VA 22448-5100

(c) Volume III – Price Support and Service Contract Act Compliance

Section 1 – Service Employee Compensation Policy Document

Wage Determination Compliance. This services contract is subject to the provisions of the Service Contract Act. The Wage Determination which applies to this contract is ATTACHMENT J.2. In order to ascertain each offeror's degree of understanding of pay provisions of the Service Contract Act, offerors shall submit a Service Employee Compensation Policy Document, which explicitly addresses the offeror's compensation plan for both full and part-time service employees. Submission and evaluation of this document during the proposal process shall not be interpreted as formal Government approval, nor does it affect the rights, responsibilities, or remedies available to the

Government should areas of non-compliance be discovered following contract award. The document will address the following items.

- (1) Minimum hourly rates for each service category.
- (2) Method for compliance with minimum health & welfare benefit rate.
- (3) Method for compliance with vacation pay requirements.
- (4) Understanding of and compliance with employee entitlement to overtime and holiday pay.

Section 2 – Price Information

- a) Firm Fixed Price – The Government intends to award a Firm Fixed Price Contract based upon the prices entered in Section B of the Solicitation, Offer, and Award Document (SF-33, RFP). Prices shall be submitted in whole dollars. The offeror's prices must include all direct and indirect costs associated with labor, other direct costs and burdens and whatever profit the contractor proposes. As this contract will be a firm fixed price contract the full pricing risk is born by the offeror who should be fully familiar with the Section B clause **PRICE ADJUSTMENT FOR VOLUME VARIATIONS**, and its implications regarding the contractor's obligation to perform at the proposed fixed price.
- b) Pricing Spreadsheet Information – The offeror is required as a minimum to provide a spreadsheet in the general format and containing the information described below. The offeror is expected to adapt the format to represent his own accounting structure. The staffing shown in the Pricing Spreadsheet should be consistent with the Staffing Plan in the technical proposal. Pricing will be provided for the Base Year and for each Option Year. The following guidance is provided for completion of the spreadsheet. Along with the data provided in the Pricing Spreadsheet the offeror is requested to provide narrative explanations of the considerations and assumptions that were made during the calculations. Ambiguous, incomplete, or erroneous information will be assumed to represent a lack of understanding on the part of the offeror. Inconsistencies with Staffing Plan will result in lower scores in the technical portion of the proposal.
- c) Spreadsheet Format
 - (1) Contractor Direct Labor
Non-Exempt – State the Occupation Code and Title, applied hourly rate, annual hours, and the extension to the annual dollars paid. Make sure to account for regular time, overtime, vacation, holidays, etc.
Exempt – State the Labor Category (if Key provide Name of incumbent), annual hours, and the extension to the annual dollars paid.
 - (2) SCA Fringe Benefits

State benefits for Non-Exempt personnel. Include calculation of Health & Welfare. If fringe benefits are provided as other than cash payments show how the provided fringe benefits value the requirements of the Wage Determination.
 - (3) Payroll Taxes/Insurance

FICA
FUTA
SUTA
Workman's Compensation

Show the calculation of each payroll tax and insurance. Show the calculations and rates used. Where rates are variable, explain the rationale for selecting the rate applied. Show your calculations in sufficient detail to enable them to be reproduced during the analysis.
 - (4) Fringe Benefits on Exempt Labor

Explain calculation of any separate Fringe Benefits payments for exempt personnel if not included in overall burdens such as applicable Overhead and G&A rates.

(5) Other Direct Costs if Any

If other direct costs are included in the price show the type and cost.

(6) Other Burdens and Profit

State the burdens and profit including dollar amounts which makes up the balance of the offered price.

(7) Total Firm Fixed Price

Should equal the price in Section B.

The offeror is reminded that escalation shall not be proposed on the base direct labor rate for any Service Contract Act (SCA) non-exempt personnel.

- d) Conformance Requests – Offerors are advised that for any lead position for which a conformance request will be submitted, the lead position must be paid at least 10% higher than the salary of the highest non-exempt employee working in a SCA contracting which is utilized in this contract. In addition, the offeror shall submit any conformance requests (can be submitted on SF 1444 or bond paper) as part of the proposal.
- e) Vacation and Holiday Requirements – The SCA requires 2 weeks paid vacation after 1 year of service; 3 weeks after 10 years of service and 10 paid holidays per year. Please provide a complete breakdown of your requirements for vacation and holidays as they relate to your proposed staffing and identification of where these costs are covered in your pricing. These costs are in addition to your health and welfare requirements discussed above. This position of your proposal will be used in assessing understanding of the SCA requirements.

RESUME FORMAT

To facilitate proposal evaluation, resumes shall be provided in the following format. Resumes which do not comply may be considered not acceptable.

- 1) Name
- 2) Proposed Labor Category
- 3) Date to be provided to work under the contract
- 4) Education
- 5) Work Experience (beginning with current position, show start and end date)
 - a) Employer: Dates
 - b) Responsibilities/tasks described in sufficient detail to permit comparison with contract requirements.
 - c) Military experience will be described, treat each tour as a separate employer. Include rank and specialty.
 - d) If relevant and non-relevant experience obtained with same employer, show period of relevant experience.
 - e) Account for all work experience, avoid gaps as it may lead to confusion or require clarification.
- 6) Security Clearance/Citizenship.
- 7) Note whether employee relocation is necessary to work under this contract.
- 8) Each Resume shall have the following signed employee certification, signed and dated by the employee, **“I hereby certify that the above information is accurate in all respects. I further certify that I will make myself available on a full-time basis for the position of (insert category) at the date specified.”**
- 9) Each Resume shall have the following Contractor certification, signed and dated by a responsible officer of the company. **“I hereby certify that the above employee will be provided at the date and position specified.”**

Ddl-L40 SUBMISSION OF QUESTIONS BY POTENTIAL OFFERORS

It is the offeror's responsibility to bring to the attention of the Contracting Officer at the earliest possible time, but prior to the closing date, any ambiguities, discrepancies, inconsistencies, or conflicts between the Statement of Work (SOW) and other solicitation documents attached hereto or incorporated by reference. All questions are requested in writing by [date should be at least 2 weeks after the solicitation is issued].

HQ L-2-0009 SMALL BUSINESS SUBCONTRACTING PLAN (NAVSEA) (JUN 1999)

Offer shall submit as part of its proposal a written proposed subcontracting plan in accordance with the clause entitled "SMALL BUSINESS SUBCONTRACTING PLAN" (FAR 52.219-9). The plan shall include the Congressionally mandated five percent (5%) goal for small disadvantaged business concerns or a detailed explanation as to why the goal cannot be included in the plan.

SECTION M Evaluation Factors for Award

CLAUSES INCORPORATED BY REFERENCE:

52.217-5 Evaluation Of Options

JUL 1990

CLAUSES INCORPORATED BY FULL TEXT

EVALUATION OF UNBALANCE OFFERS

Any offer which is unbalanced as to prices for the basic quantities, optional quantities, or optional periods may be rejected. An unbalanced offer is one which is based on prices significantly less than cost for some items and prices which are significantly overstated for other items. There must be a direct and reasonable relationship between the consideration paid by the Government and the quid pro quo received by the Government on a contract year basis.

Ddl-M10 GREATEST VALUE EVALUATION

(Notice: This solicitation is part of an OMB Circular A-76 Cost Comparison Study. If performance by the Government is determined to be most advantageous to the Government, the solicitation will be cancelled and no award will be made.)

(a) The contract resulting from this solicitation will be awarded to that responsible offeror whose offer, conforming to the solicitation, is determined most advantageous to the Government, cost/price and other factors considered. The evaluation of risk will be an element of the evaluation of every factor and subfactor and will have a bearing on the award decision. The offeror's proposal shall be in the form prescribed by this solicitation and shall contain a response to each of the areas identified which affects the evaluation factors for award.

The offeror's proposal shall be in the form prescribed by this solicitation and shall contain a response to each of the areas identified which affects the evaluation factors for award.

EVALUATION FACTORS. An outline of the evaluation factors is provided below. An explanation of the evaluation criteria follows:

Factor A, Technical understanding and Capability

1. Address all elements of the PWS.
2. Allocation of Resources to Performance Requirements – Staffing Matrix.
3. Experience with systems and software in Technical Exhibit 2.

Factor B, Management Capability

1. Quality Control Plan
2. Transition Plan
3. Strike Contingency Plan
4. Organization Structure

Factor C, Personnel

1. Key Personnel Resumes
2. Qualifications for Non Key Personnel
3. Personnel Recruitment/Retention/Skills Development

Factor D, Past Performance and Relevant Experience

Factor E, Price

Factors A thru D, are considered to be essentially equal in weight for evaluation purposes. Price will not be scored.

Factor A, Technical understanding and Capability. All sub factors are equally weighted. The offeror will be evaluated on how well its technical approach supports all of the functional areas of the PWS and how well its allocation of resources supports the technical approach.

Factor B, Management Capability. All sub factors are equally weighted. The Organizational Structure will be evaluated based upon its perceived ability to provide clear lines of communication, it's unambiguous assignment of authority and responsibility to direct work, and it's ability to solve problems and expend resources. The Transition Phase-In Plan will be evaluated based upon its thoroughness and its ability to be implemented within the proposed resources and timeframes to achieve 100% performance capability at the end of the Phase-In period. The Quality Control Plan will be evaluated based upon its ability to detect defects, deficiencies, and nonconformance, its ability to implement corrective and preventive actions, and its overall ability to assure performance at or above the Performance Requirements Summary, Technical Exhibit – 1 of Attachment J.1. The Strike Contingency Plan will be evaluated based upon its assessed ability to be implemented in a successful and timely manner within the circumstances, timeframes and resource constraints the offeror is likely to experience when the plan must be carried out.

Factor C, Personnel. All sub factors are equally weighted. The matrix will be evaluated as evidence of the offeror's understanding of the effort required to perform the PWS elements. The number and type of Key Personnel proposed will be evaluated to represent the quality of the offeror's personnel decisions as well as his technical and management understanding of the personnel needed to perform the work. The evaluation of the plan for implementation of the Right of First Refusal clause will focus on the offeror's perceived ability to implement the plan within the overall start-up of the contract and how well the plan will support their overall staffing objectives. The management and supervision plan will be evaluated for its ability to execute the contract work with the proposed staff. The offeror's recruitment plan to staff the contract will be evaluated based upon it's adequacy to provide qualified personnel at contract start and after award.

Factor D, Past Performance and Relevant Experience. There are no sub factors included. The offeror will be evaluated on the basis of their past performance and relevant experience performing contracts for similar services and of similar dollar value. The Government will evaluate this element based upon Contractor Performance Assessment Reporting (CPARS) rating or, if CPARS data is not available, customer surveys. Offerors who do not have relevant experience will be assigned a neutral rating in this area. The areas to be evaluated are; Quality of Service, Schedule, Cost Control, Business Relations, and Management of Key Personnel.

Factor E, Price Not Scored. Price will not be scored in this evaluation, and it is not considered to be the most important evaluation factor. However, the importance of price as an evaluation factor will increase with the degree of equality of the proposals in relation to the remaining evaluation factors. Price proposals will be evaluated for compliance with applicable Wage Determination provisions.

(b) Proposals which are unrealistic in terms of technical or schedule commitments or unrealistically high or low in cost may be deemed reflective of an inherent lack of technical competence, or indicative of a failure to comprehend the complexity and risks of the proposed work, and may be grounds for rejection of the proposal. If the proposed contract requires the delivery of data, the quality of organization and writing reflected in the proposal will be considered to be an indication of the quality of organization and writing which would be prevalent in the proposed deliverable data. Subjective judgment on the part of the Government evaluators is implicit in the entire process. Throughout the evaluation, the Government will consider "correction potential" when a deficiency is identified.

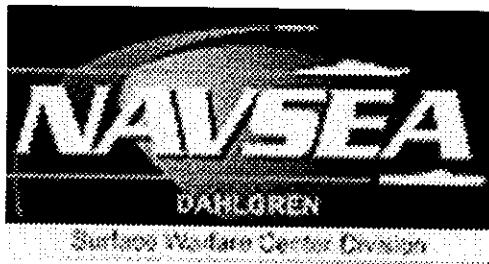
(c) The Government may award a contract on the basis of initial offers received, without discussions. Therefore, each initial offer should contain the offeror's best terms from a cost or price and technical standpoint. However, if considered necessary by the Contracting Officer, discussions will be conducted with only those offerors determined to have a reasonable chance for award.

(d) The Government reserves the right to make an award to other than the lowest priced offeror or to the offeror with the highest technical score if the Contracting Officer determines that to do so would result in the greatest value to the Government.

HQ M-2-0001 BASIS OF AWARD (NAVSEA) (SEP 1990)

ALL UNITS OF ALL ITEMS WILL BE AWARDED TO ONE OFFEROR. OFFERS, THEREFORE, MUST BE ON THE BASIS OF FURNISHING ALL UNITS OF ALL ITEMS.

**PERFORMANCE WORK STATEMENT
BUDGET AND ACCOUNTING
at NAVAL SURFACE WARFARE CENTER,
DAHLGREN DIVISION (NSWCDD)**



**Prepared for:
Naval Sea Systems Command (NAVSEA)**

**Prepared by:
SRA International, Inc.
4300 Fair Lakes Court
Fairfax, VA 22033**

3 March 2003

CO APPROVAL: _____
DATE: _____

TABLE OF CONTENTS

C.1.0 GENERAL INTENTION AND REQUIREMENTS	1
C.1.1 GENERAL INTENTION	1
C.1.2 SCOPE OF WORK	1
C.1.2.1 Requirements	1
C.1.2.2 Location	1
C.1.2.3 Working Hours	2
C.1.3 SERVICE PROVIDER PERSONNEL REQUIREMENTS	2
C.1.3.1 General	2
C.1.3.2 Key Personnel	2
C.1.3.3 Required Training	3
C.1.4 MANAGEMENT REQUIREMENTS	3
C.1.4.1 Work Control	3
C.1.4.2 Work Schedule	3
C.1.4.3 Interface with Government Contractors and Government Personnel	3
C.1.4.4 Records and Reports	3
C.1.5 ADMINISTRATIVE REQUIREMENTS	4
C.1.5.1 Station Regulations	4
C.1.5.2 Fire Protection	4
C.1.5.3 Environmental Protection	4
C.1.5.4 Disposal	5
C.1.5.5 Security Requirements	5
C.1.5.5.1 Security Training	5
C.1.5.5.2 Passes, Badges and Employee Identification	5
C.1.5.5.3 Key Control	5
C.1.5.5.4 Information Security	6
C.1.5.5.5 Telephone Security	6
C.1.5.6 Safety Requirements and Reports	6
C.1.5.7 Identification of Service Provider Vehicles	6
C.1.6 SERVICE PROVIDER QUALITY CONTROL	7
C.1.7 GOVERNMENT QUALITY ASSURANCE	7
C.1.8 CONTINUITY OF OPERATIONS	8
C.1.8.1 Transition Plan	8
C.1.8.2 Strike Contingency Plan	9
C.1.8.3 Service Provider Non-Performance	9
C.2.0 DEFINITIONS AND ACRONYMS	10
C.2.1 DEFINITIONS	10
C.2.2 ACRONYMS	12
C.3.0 GOVERNMENT-FURNISHED PROPERTY AND SERVICES	14
C.3.1 GOVERNMENT-FURNISHED PROPERTY	14
C.3.1.1 Government-Furnished Facilities	14
C.3.1.2 Government-Furnished Equipment	14
C.3.1.3 Government-Furnished Materials	15
C.3.1.4 Government-Furnished Records	15
C.3.1.5 Government-Furnished Vehicles	15
C.3.2 GOVERNMENT-FURNISHED INFORMATION	16
C.3.3 GOVERNMENT-FURNISHED SERVICES	16
C.3.3.1 Government-Furnished Utilities	16
C.3.3.2 Facility Maintenance	16

C.3.3.3	<i>Refuse and Recycling Collection</i>	16
C.3.3.4	<i>Pest Management</i>	17
C.3.3.5	<i>Custodial Service</i>	17
C.3.3.6	<i>Security Police and Fire Protection</i>	17
C.4.0	SERVICE PROVIDER-FURNISHED ITEMS	19
C.4.1	SERVICE PROVIDER-FURNISHED EQUIPMENT AND TOOLS	19
C.4.1.1	<i>Service Provider Furnished Vehicles</i>	19
C.4.3	EMERGENCY MEDICAL CARE	19
C.5.0	SPECIFIC REQUIREMENTS	20
C.5.1	PROCESS FINANCIAL TRANSACTIONS	20
C.5.1.1	<i>Process Funding</i>	20
C.5.1.2	<i>Validate Existing Transactions</i>	21
C.5.1.3	<i>Process New Transactions</i>	23
C.5.1.4	<i>Delete Transactions and Close-Out Records</i>	23
C.5.1.5	<i>Maintain Records and Logs</i>	24
C.5.2	PROVIDE FINANCIAL CUSTOMER SERVICE	24
C.5.2.1	<i>Provide Budget Services</i>	24
C.5.2.2	<i>Provide Payroll Services</i>	24
C.5.2.3	<i>Provide Travel Services</i>	27
C.5.2.4	<i>Provide Accounting Operations Services</i>	29
C.5.2.5	<i>Provide Mail Services</i>	29
C.5.2.6	<i>Maintain Copiers/Facsimiles/Printers</i>	30
C.5.2.7	<i>Supplies Inventory Review</i>	30
C.5.3	UTILIZE AND MAINTAIN FINANCIAL SYSTEMS	30
C.5.3.1	<i>Establish and Maintain New Accounts/Records</i>	30
C.5.3.2	<i>Create Financial System Schedules</i>	30
C.5.3.3	<i>Maintain Financial System Security</i>	31
C.5.3.4	<i>Maintain System Documentation</i>	31
C.5.3.5	<i>Maintain System and User Reports</i>	31
C.5.3.6	<i>Implement System Program Updates or Enhancements</i>	31
C.5.3.7	<i>Identify and Quantify System Problems</i>	31
C.5.4	PROVIDE FINANCIAL INFORMATION	31
C.5.4.1	<i>Respond to Financial Data Calls/Inquiries</i>	31
C.5.4.2	<i>Prepare and Distribute Financial Reports</i>	32
C.5.4.3	<i>Provide or Obtain Training/Information</i>	32
C.5.4.4	<i>Perform Liaison Services/Plan, Organize and Maintain Workload Assignments</i>	33
C.6.0	APPLICABLE DOCUMENTS	34

PART I – THE SCHEDULE

SECTION C:

DESCRIPTION/SPECIFICATION/WORK STATEMENT

C.1.0 GENERAL INTENTION AND REQUIREMENTS

C.1.1 GENERAL INTENTION

The intention of this solicitation is to obtain the Budget and Accounting function at Naval Surface Warfare Center, Dahlgren Division (NSWCDD), Dahlgren site, by means of a firm fixed-price contract.

C.1.2 SCOPE OF WORK

The SP shall provide all management, personnel, equipment, tools, materials, transportation, supervision and other items and services necessary to perform all the tasks of the Performance Work Statement (PWS) except those government-furnished property and services specifically provided for in this PWS. Except where indicated, the work site shall be at government-provided facilities at the Naval Surface Warfare Center, Dahlgren Division (NSWCDD), Dahlgren, Virginia.

C.1.2.1 Requirements

The Service Provider shall provide all labor, supervision, tools, materials, equipment, and transportation necessary, unless otherwise specified, to provide the Budget and Accounting function specified herein. The Service Provider shall meet the performance requirements of this Work Statement, summarized in Technical Exhibit (TE)-1: Performance Requirements Summary. Projected annual workload for work under this Contract is shown in TE-8: Projected Annual Workload.

Budget and Accounting include services in the following areas:

- Financial Transactions
- Financial Customer Service
- Financial Systems
- Financial Information

C.1.2.2 Location

All work under this Contract shall be performed at NSWCDD. NSWCDD is located in Dahlgren, VA. It is approximately 26 miles east of Fredericksburg, VA and 55 miles southeast of Washington, DC.

C.1.2.3 Working Hours

Normal working hours shall be Monday through Friday, between 0600 to 1800 hours (core working hours are 0900 to 1500 hours), except Federal holidays and except the timeframe between Christmas and New Year's Day (upon Command approval). The approval of the Designated Government Representative (DGR) is required for performance of work outside normal working hours. On September 30th of each year, the SP shall be required to provide on-site financial services until 2400. The SP shall be required to provide System User-Assistance on an on-call basis, 24 hours per day, 7 days per week.

In the event that NSWCCD operations are curtailed as a result of weather emergencies or other unplanned events, Service Provider personnel shall be considered Bravo personnel (non-essential personnel) and shall follow instructions for Bravo personnel. Local radio and television stations that announce Government closings and delayed openings normally provide notification.

C.1.3 SERVICE PROVIDER PERSONNEL REQUIREMENTS**C.1.3.1 General**

Service Provider employees shall be U.S. citizens able to read, write, communicate and understand the English language. No employee or representative of the Service Provider will be admitted to the work site unless satisfactory proof of U.S. citizenship is furnished.

Service Provider employees shall conduct themselves in a proper, efficient, courteous and businesslike manner. The Service Provider shall remove from the site any individual whose continued employment is deemed by the DGR to be contrary to the public interest or inconsistent with the best interests of National Security.

C.1.3.2 Key Personnel

The Service Provider shall provide a Project Manager and an alternate for administration and technical supervision of Service Provider employees. The Project Manager shall be the Service Provider's primary representative and have the Service Provider's full authority to act on matters pertaining to the performance of services under this Contract. The alternate shall have equal authority in the Project Manager's absence. The Project Manager shall have a minimum of ten (10) years experience in government finance and educational requirements commensurate with the requirements of the position before commencing work under this contract. The alternate shall have a minimum of ten (10) years experience in government finance and a minimum of four (4) years experience as a Lead before commencing work under this contract. The Project Manager and alternate shall have, at a minimum, the following responsibilities:

- Be responsible for the overall performance of all services required by this Contract
- Have the authority to act and make binding decisions for the Service Provider
- Meet with Government personnel designated by the Contracting Officer (KO) or the DGR to discuss immediate problem areas
- Be available during normal working hours

C.1.3.3 Required Training

The Service Provider shall ensure that SP employees receive government appropriations training, all required mandatory or job-related government employee training or any specific training that is required by the Designated Government Representative (DGR).

C.1.4 MANAGEMENT REQUIREMENTS

The Service Provider shall manage the total work effort associated with the services required herein to ensure fully adequate and timely completion and permit tracking of work in progress. Such management includes, but is not limited to, planning, scheduling, cost accounting, report preparation, establishing and maintaining records, and quality control.

The Service Provider shall provide staff with the necessary management expertise to assure the performance of the required work. The Service Provider shall provide to the DGR the name or names of the responsible supervisory person or persons authorized to act for the Service Provider. The Service Provider shall furnish sufficient personnel to perform all work specified in this Contract.

C.1.4.1 Work Control

The Service Provider shall plan and schedule work to assure material, labor, and equipment are available to complete work requirements with regard to the established timeliness and quality standards. Verbal scheduling and status reports shall be provided when requested by DGR. The status of any item of work shall be provided within 2 hours of the inquiry during the Service Provider's regular working hours, and within 48 hours after regular working hours.

C.1.4.2 Work Schedule

The Service Provider shall arrange work so as not to cause interference with the normal occurrence of Government business. In those cases where some interference is unavoidable, the Service Provider shall make every effort to minimize the impact of the interference and its effects. All work schedules required shall be submitted to the DGR. In no event shall the Service Provider change approved work schedules without the prior consent of the DGR. When non-essential services have been scheduled on the date a holiday occurs, such services shall be performed on the following working day.

C.1.4.3 Interface with Government Contractors and Government Personnel

Government Contractors and Government personnel may be engaged in work in support of the facilities covered by this Contract. The Service Provider for this Contract shall coordinate and cooperate with all Government Contractors and Government personnel to avoid conflicts in work schedules and performance. In the event of conflicts that cannot be satisfactorily resolved, the matter shall be referred to the DGR for a decision. Such decisions shall be final, subject to right of appeal in accordance with the "DISPUTES" clause, Section I.

C.1.4.4 Records and Reports

The Service Provider shall maintain management, operation, and maintenance records and prepare management, operation, and maintenance reports as set forth in TE-6: Required Records and

Reports. All records and copies of reports shall be turned over to the DGR within five calendar days after contract completion.

The Service Provider shall maintain cost accounting information and shall submit reports in accordance with the specifications in TE-6.

C.1.5 ADMINISTRATIVE REQUIREMENTS

C.1.5.1 Station Regulations

The Service Provider and its employees shall comply with all Federal, State, and local laws. The Service Provider and its employees shall become acquainted with and obey all Government and NSWCCD regulations as posted, or as requested by the DGR. These include, at a minimum, the following instructions and regulations:

- Dress code and conduct
- Drug-free workplace and workforce
- Energy conservation
- Environmental
- Identification badge
- Safety
- Security
- Smoking
- Traffic
- Vehicle pass
- Integrity and Efficiency Improvement (i.e. Fraud, Waste and Abuse)

C.1.5.2 Fire Protection

The Service Provider and its employees shall know where fire alarms are located and how to activate them. The Service Provider shall handle and store all combustible supplies, materials, waste and trash in a manner that prevents fire hazards to persons, facilities, and materials. Service Provider employees operating critical equipment shall be trained to properly respond during a fire alarm or fire per NSWCCD instructions.

C.1.5.3 Environmental Protection

All environmental protection matters shall be coordinated with the DGR. Inspection of any of the facilities operated by the Service Provider may be accomplished by the Activity Environmental Protection Coordinator, or authorized officials on a no-notice basis during normal working hours. In the event that a regulatory agency assesses a monetary fine against the Government for violations caused by Service Provider negligence, the Service Provider shall reimburse the Government for that fine and any associated costs. The Service Provider shall also provide any environmental cleanup (e.g., oil spill cleanup) required as a result of Service Provider operations. The Service Provider shall comply with the instructions of the cognizant Navy Medical Department with respect to avoidance of conditions which create a nuisance or which may be hazardous to the health of military or civilian personnel.

C.1.5.4 Disposal

Debris, rubbish and unusable material resulting from the work under this contract may be disposed of on Government property in appropriate receptacles at the direction of the DGR or off Government property at the option of the SP. In either case, the SP must dispose of all hazardous waste in accordance with the Resource Conservation and Recovery Act and all other applicable Federal, State and local laws and regulations.

The Service Provider shall dispose of all privacy act information material IAW the Privacy Act of 1974.

C.1.5.5 Security Requirements

The SP shall ensure that its employees have gone through the ANACI (Access National Agency Check with Written Inquiry) investigation through the NSWCCD Security Office.

C.1.5.5.1 Security Training

The Service Provider shall provide its employees with training required by DODINST 5220.22M, National Industrial Security Program. The Service Provider shall provide initial and follow-on training to its employees who work in Navy-controlled or restricted areas. Navy-controlled areas are explained in OPNAVINST 5510.1 series, DON Information and Personnel Security Program Regulation, and OPNAVINST 5530.14 series, DON Physical Security Program Manual.

C.1.5.5.2 Passes, Badges and Employee Identification

All Service Provider employees shall obtain the required employee and vehicle passes. The Service Provider shall submit to the DGR, before the start of the contract, an estimate of the number of personnel expected to be used at any one time on this Contract. The Government will issue badges without charge. Each Service Provider employee shall wear the Government-issued badge over the front of his/her outer clothing above the waist or higher. When an employee leaves the Service Provider's service, the employee's pass and badge shall be returned on the last day of employment with the Service Provider. The employee's pass and badge may be returned directly to the Service Provider or may be returned to the government Pass and ID Office on station. Passes and badges issued to Service Provider employees shall not negate the requirement for employee identification required below.

All Service Provider employees working under this Contract shall be identified by a distinctive name plate, emblem, or patch attached in a prominent place on an outer garment. Employee identification shall not be substituted for station-required passes or badges.

C.1.5.5.3 Key Control

The Service Provider shall establish and implement key control procedures to ensure that keys issued to the Service Provider by the Government are properly safeguarded and not used by unauthorized personnel. The Service Provider shall not duplicate keys issued by the Government without the approval of the DGR.

The Service Provider shall immediately report any lost keys to the DGR. The Government will replace lost keys or perform re-keying. The Service Provider shall reimburse the Government for all costs associated with re-keying and replacing lost keys.

The Service Provider shall ensure that personnel other than current authorized Service Provider employees do not use Government-issued keys. Service Provider employees shall not use keys to open work areas for personnel other than Service Provider employees engaged in the performance of duties, unless authorized by the DGR.

The Service Provider shall not use combination locks to secure facilities. The use of combination locks by the Service Provider shall require that the combinations be provided to the DGR; this excludes the use of combination locks on personal gear, e.g., toolboxes and personal change lockers.

C.1.5.5.4 Information Security

The Service Provider shall maintain information security IAW DODINST 5220.22M, SECNAVINST 5239.3, and OPNAVINST 5510.36.

C.1.5.5.5 Telephone Security

The Government-furnished telephone service as described in C.3 shall be used for official business only. Government-furnished telephones are subject to security monitoring at all times. Use of these telephones constitutes consent to security monitoring. The Service Provider shall contact the DGR when changes/additions are required for any Government telephones or network lines.

C.1.5.6 Safety Requirements and Reports

The Service Provider's workspace may be periodically inspected for Occupational Safety and Health Administration (OSHA) and Navy violations. Abatement of violations shall be the responsibility of the Service Provider and/or the Government as determined by the DGR. The Service Provider shall provide assistance to the Safety Office escort and the Federal or State OSHA inspector if a complaint is filed. Any fines levied on the Service Provider by Federal or State OSHA offices due to safety/health violations shall be paid promptly.

The Service Provider shall report to the DGR, in the manner and on the forms prescribed by the Government, exposure data and all accidents resulting in death, trauma, or occupational disease. All accidents must be reported to the DGR within 24 hours of their occurrence.

The Service Provider shall submit to the DGR a full report of damage to Government property and/or equipment by Service Provider employees. All damage reports shall be submitted to the DGR within 24 hours of the occurrence.

C.1.5.7 Identification of Service Provider Vehicles

The company name shall be displayed on each of the Service Provider's vehicles in a manner and size that is clearly visible. All vehicles shall display a valid state license plate and safety inspection sticker, if applicable, and shall be maintained in good repair.

C.1.6 SERVICE PROVIDER QUALITY CONTROL

The Service Provider shall establish and maintain a complete quality control program in accordance with FAR 52.246-1 "INSPECTION OF SERVICES – FIXED PRICE," and the provisions of this paragraph. Service Provider-performed inspections are independent of those performed by the Government. The Service Provider shall perform quality control inspections before requesting acceptance of the work by the Government. The Service Provider's Project Manager and Quality Control Inspector shall attend the pre-performance meeting. The Quality Control Inspector shall also attend meetings with the DGR and other Government personnel to resolve quality considerations and problems that may arise in the course of work under this Contract.

The Service Provider shall prepare and maintain a Quality Control Plan that addresses the work performed under this Contract. A copy of the Quality Control Plan shall be kept on-site and made available to the Government upon request. The Service Provider shall submit the final Quality Control Plan for approval within 15 days after award of the Contract. The Plan will be reviewed for conformance with contract requirements and, if necessary, returned to the Service Provider for amendment. The Plan is essential for effective management of the Contract and the Service Provider shall have a Plan that is approved by the DGR prior to commencement of work under this Contract.

The Quality Control Plan shall include, but should not be limited to:

- A description of the inspection system that will be used to monitor and check the performance of work under this Contract. The description shall include specifics as to how the Service Provider will meet and measure each requirement in the Performance Requirements Summary. The measurement description must provide the type of measurement, the frequency and the measurement process.
- A description of the methods that the Service Provider will use for identifying and preventing defects in the quality of service performed.
- A description of the records to be kept to document inspections and corrective or preventative actions taken.
- A system to record each inspection and provide a monthly report of inspection results to the DGR throughout the contract period of performance.

C.1.7 GOVERNMENT QUALITY ASSURANCE

The Government will evaluate the Service Provider's performance using a Quality Assurance Surveillance Plan (QASP). The Government will record all surveillance observations. When an observation indicates defective performance, the DGR will request the Service Provider's representative to initial the observation. Government verification inspections of services shall not constitute acceptance, nor replace the Service Provider's inspection or in any way relieve the Service Provider of any responsibility to take all actions necessary to ensure the highest quality of service. The Government reserves the right to inspect all Service Provider occupied facilities, operations, records, logs and other operational data at any time. The Service Provider shall provide documentation upon request from the DGR.

C.1.8 CONTINUITY OF OPERATIONS

C.1.8.1 Transition Plan

The period between Contract award and Contract start will constitute the Transition Period. The Service Provider shall submit a comprehensive Transition Plan as part of the Technical Proposal. A copy of the Transition Plan shall be kept on-site and available to the Government upon request. The Service Provider's Transition Plan shall ensure:

- A smooth transition from Contract award to full operational status (phase-in)
- A smooth transition from current Contract performance to performance by a different Service Provider in a follow-on period (phase-out)
- No interruption to performance as required in this Contract

C.1.8.1.1 Phase-in Period

During the Phase-in Period, the Service Provider shall prepare to assume full responsibility for all areas of operation in accordance with the terms and conditions of this Contract. The Service Provider shall work closely with the Government's Transition Team and take all actions necessary for a smooth transition of these contracted operations. This period will commence approximately 30 calendar days prior to the Contract start date. During the Phase-in Period, the Service Provider shall:

- Establish the Program Management Office
- Recruit and hire necessary personnel
- Obtain all required certifications, licenses and clearances
- Participate in joint inventories and take custody of Government-furnished Property
- Develop and submit required documentation
- Attend post-award meetings as required
- Accomplish necessary training to support the performance requirements

C.1.8.1.2 Phase-out Period

The phase-out section of the Transition Plan shall include provisions for completion of appropriate Service Provider responsibilities at the end of the contract period or upon contract termination, regardless of the reason. The Service Provider shall coordinate its activities with the incoming Service Provider or Government personnel to effect a smooth and orderly transition at the end of the Contract period and to minimize any impact on operational readiness. The Service Provider shall provide the successor Service Provider access to the site and to all Government records on a non-interference basis during the transition phase-out period. The successor Service Provider shall also be permitted to observe the Service Provider performing work under this Contract on a non-interference basis during the phase-out period. The Service Provider shall retain full responsibility for all Contract requirements until completion of the phase-out period.

The Service Provider shall participate in joint inventories and return Government-furnished Property by the end of normal working hours on the last day of the Contract. The Service

Provider shall also remove all Service Provider-owned belongings from Government-furnished spaces by the end of normal working hours on the last day of the Contract.

C.1.8.2 Strike Contingency Plan

If the Service Provider is a private sector organization, a Strike Contingency Plan shall be submitted as part of the Technical Proposal. The Service Provider shall not commence work under this Contract until the Strike Contingency Plan has been approved by the DGR. The Service Provider shall maintain and update the Plan. The Service Provider shall implement this Strike Contingency Plan for the continuation of services required by this Contract in the event of a work stoppage, slow down or similar action by Service Provider or sub-Service Provider employees. The Service Provider's Plan shall also provide for the continuation of sub-Service Provider services in the event that a sub-Service Provider is unable to satisfactorily perform. The Service Provider shall maintain a copy of this Strike Contingency Plan on-site. All work performed under the Strike Contingency Plan shall be at no additional cost to the Government.

C.1.8.3 Service Provider Non-Performance

The Government reserves the right to take over Contract performance in case of a labor strike or period of non-performance (e.g., bankruptcy, default) by the Service Provider's employees exceeding three workdays. In such event, exclusively Government-appointed employees and not a mix of Government and non-striking Service Provider employees shall perform the services. At the direction of the DGR, the Service Provider agrees to remove non-striking employees from the performance site and not to interfere in any way with Government performance. Under such circumstances, the Service Provider shall permit the Government to use any essential Service Provider-furnished property.

C.2.0 DEFINITIONS AND ACRONYMS

C.2.1 DEFINITIONS

AUTODOC: Automated Funding Document System is a Naval Sea Systems Command corporate-wide system designed to fully automate financial document processing.

Christmas Shutdown: Upon Command approval, the time period (between Christmas Day and New Year's Day) during which NSWDDL is shut down for normal business.

Contracting Officer (KO): A person with the authority to enter into, administer, and/or terminate Government contracts and make related determinations and findings. The term includes certain authorized representatives of the Contracting Officer acting within the limits of their authority as delegated by the Contracting Officer.

Corporate Asset System (CAS): The current mandated asset feeder system.

Corporate Data Base (CDB): The Dahlgren Division CDB (and associated interface, CDBWeb) is a data warehouse that stores a breadth of data across multiple years and from varied data sources. CDB provides the capability to do data reporting, mining, trending and analysis across business areas of interest to the Dahlgren Division. It contains financial data from DIFMS, personnel data from MODERN, leave data from DCPS, planning data from WIS, travel data from CTS, etc. It should be recognized that CDB is not a financial system, but a way of storing and viewing selected data, some of which is financial in nature.

Corporate Travel System (CTS): The current mandated travel feeder system.

Defense Civilian Pay System (DCPS): The current mandated payroll system.

Defense Industrial Financial Management System (DIFMS): The current mandated financial system.

Designated Government Representative (DGR): A Government employee designated by the Contracting Officer to act as an authorized representative for support of the Budget and Accounting Program. The DGR cannot act as an authorized representative in matters involving a change in the scope, price, terms or conditions of the Contract or task/delivery order.

Facility: A building, structure, or piece of equipment designed and created to serve the Budget and Accounting/Financial Program Support.

Federal Holidays: New Year's Day; Martin Luther King, Jr. Day; President's Day; Memorial Day; Independence Day; Labor Day; Columbus Day; Veteran's Day; Thanksgiving Day; Christmas Day.

Government-Furnished Equipment (GFE): Selected equipment furnished by the Government to a Service Provider.

Government-Furnished Material (GFM): Selected material furnished by the Government to a Service Provider.

Government-Furnished Property (GFP): Property in the possession of, or directly acquired by, the Government and subsequently made available to the Service Provider.

Government Property: All property owned, leased or acquired by the Government.

Industrial Logistics Support Management Information System (ILSMIS): The current mandated supply feeder system.

Maintenance/Repair: The preservation or restoration of a piece of equipment, system, or facility to such condition that it may be used effectively for its designated purposes. Maintenance/repair may be adjustment, overhaul, reprocessing, or replacement of constituent parts or materials that are missing or have deteriorated by action of the elements or usage, or replacement of the entire unit or system if beyond economical repair.

MOCAS: Mechanization of Contract Administration Services is an integrated system supporting post-award contract administration assigned to Defense Contract Management Command (DCMC). It contains multi-service, high dollar contracts and progress payment information.

Pre-validation: A procedure that requires a proposed payment be identified and matched to its applicable proper supporting obligation that has been recorded in the official accounting system and that the line(s) of accounting cited on the payment match the data recorded in the accounting system.

Quality Assurance (QA): Those actions taken by the Government to assure that services provided by the Service Provider meet the requirements of the contract.

Quality Assurance Evaluator (QAE): The Government employee designated by the KO to monitor Service Provider performance.

Quality Control (QC): Those actions taken by a Service Provider to control the production of goods or services so that they meet the requirements of the contract.

Service Provider (SP): Refers to both the prime Service Provider and any sub-Service Providers. The prime Service Provider shall ensure sub-Service Providers comply with the provisions of this Contract.

Standard Labor Data Collection And Distribution Application (SLDCADA): The current mandated payroll feeder system.

STARS: Standard Accounting and Reporting System is the Navy interim migratory general fund accounting system. STARS has the capability to receive obligation data from the Navy and Marine Corps, prevalidate the expenditure to the obligation, use the payment and provide daily expenditure information back to the activities.

Validate: Review, Research, Analyze and Resolve.

C.2.2 ACRONYMS

ACRN	Accounting Classification Reference Number
ADPE	Automated Data Processing Equipment
AICO	Authority to Initiate a Customer Order
ANACI	Access National Agency Check with Written Inquiries
AOR	Accumulated Operating Results
AP/ACR	Account's Payable/Accruals
AUTODOC	Automated Funding Document System (NAVSEA)
CAS	Corporate Asset System
CDB/CDBWEB	Corporate Database
CDSA	Combat Direction Systems Activity Dam Neck
CFC	Combined Federal Campaign
CLIN	Contract Line Item Number
COBRA	Computer Optimized Batch Reconciliation Application
COG	Cognizance
CON	Customer Order Number
CSD	Customer Support Desk
CSS	Coastal Systems Station Panama City
CTS	Corporate Travel System
DCMC	Defense Contract Management Command
DCPS	Defense Civilian Pay System
DFAS	Defense Finance and Accounting Service
DIFMS	Defense Industrial Financial Management System
DGR	Designated Government Representative
DL	Dahlgren Site
DOD	Department of Defense
DODINST	Department of Defense Instruction
DON	Department of the Navy
DRATS	Dahlgren Resource Allocation Tracking Software
DSN	Defense Switching Network
EOY	End of Year
FADA	Field Accounting Document Abstract
FAR	Federal Acquisition Regulations
FD	Funding Document
FEDSIM	Federal Systems Integration and Management Center
FMR	Financial Management Regulation
FRS	Financial Reporting System
FTP	File Transfer Protocol
FY	Fiscal Year
GBL	Government Bill Of Lading
GFE	Government-Furnished Equipment
GFI	Government-Furnished Information
GFM	Government-Furnished Materials

GFP	Government-Furnished Property
GTR	Government Transportation Request
HAZMAT	Hazardous Material
HCM	Headquarters Claimant Module (STARS)
IAW	In Accordance With
ICP	Integrated Cash Process
ILSMIS	Integrated Logistics Support Management Information System
JFTR	Joint Federal Travel Regulation
JON	Job Order Number
JTR	Joint Travel Regulation
KO	Contracting Officer
LOA	Line Of Accounting
MADR	Maximum Allowable Defect Rate
MIPR	Military Interdepartmental Purchase Request
MOCAS	Mechanization of Contract Administration Services
NAVCOMPT	Navy Comptroller
NAVPTO	Navy Passenger Transportation Office
NAVSEA	Naval Sea Systems Command
NOR	Net Operating Results
NOR	New Orders Received
NSWCDD	Naval Surface Warfare Center, Dahlgren Division
NSWC DL	Naval Surface Warfare Center, Dahlgren Site
OPNAVINST	Operating Naval Instruction
OSD	Office of the Secretary of Defense
OSHA	Occupational Safety and Health Administration
QA	Quality Assurance
QAE	Quality Assurance Evaluator
QASP	Quality Assurance Surveillance Plan
QC	Quality Control
QLP	Query Language Process
RCP	Request for Contractual Procurement
ROICC	Resident Officer In Charge of Construction
SATO	Scheduled Airline Ticket Office
SECNAVINST	Secretary of the Navy Instruction
SLDCADA	Standard Labor Data Collection And Distribution Application
SOA	Sponsor Order Acceptance
SOP	Standard Operating Procedure
SP	Service Provider
STARS	Standard Accounting And Reporting System
SWT	Service Wide Transportation
TO	Travel Order
TOF	Transfer Of Funds
UIC	Unit Identification Code
WIS	Workload Information System
WR	Work Request

C.3.0 GOVERNMENT-FURNISHED PROPERTY AND SERVICES

The Government will provide, without cost, all facilities, equipment, materials and services listed below in as-is condition. Government-Furnished Property (GFP) encompasses Government-Furnished Facilities (GFF), Government-Furnished Equipment (GFE) Government-Furnished Material (GFM) and Government-Furnished Information (GFI).

C.3.1 GOVERNMENT-FURNISHED PROPERTY

C.3.1.1 Government-Furnished Facilities

The Government will furnish or make available to the Service Provider the facilities described in TE-3: Government-Furnished Facilities. The Service Provider shall maintain such spaces to the same standards as similar spaces occupied by the Government and use such space only in performance of work under this Contract.

The Service Provider shall not make any alterations or improvements to facilities except with the written permission of the DGR. Any such alterations or improvements become the property of the Government.

Government personnel shall have access to all Government-furnished facilities provided to the Service Provider. Government personnel may perform unscheduled visits during normal working hours.

The Government reserves the right to reallocate, and relocate, assigned facilities during the term of this Contract. The Government retains the authority to modify or realign facilities and spaces provided to the Service Provider based upon current Navy guidelines for space utilization, mission and personnel requirements of the Service Provider.

Upon termination of this Contract, assigned facilities shall be returned in a condition at least equal to that existing when the Service Provider assumed responsibility for the facilities, reasonable wear and tear and approved modifications excepted.

C.3.1.2 Government-Furnished Equipment

The Government will furnish or make available to the Service Provider the tools and equipment listed in TE-4: Government-furnished Equipment. The Government-Furnished Equipment (GFE) will be available to the Service Provider at the Contract start date. The exact quantity and nomenclature of equipment on-hand at Contract start may vary from that listed in applicable Technical Exhibits.

C.3.1.2.1 Joint Inventory

Verification of the condition, exact quantities and nomenclature of equipment furnished to the Service Provider shall be determined by a joint inventory before Contract start. A joint inventory must be done no later than five calendar days before start of the Contract, within ten calendar days of the start of any option periods, and no later than ten calendar days before completion of the Contract period (including any option periods). The Service Provider and a Government representative (identified by the DGR) shall conduct a joint inventory of all GFE and the Service Provider shall sign a receipt for all equipment furnished by the Government. The Service Provider

and the Government representative shall jointly determine the working order and condition of all equipment and document their findings on the inventory. The Service Provider shall have the option of accepting all, a portion, or none of the items inventoried. All Government property accepted by the Service Provider shall be accepted "as is" at the start of this Contract and shall be considered to be in a serviceable condition. All equipment not accepted by the Service Provider shall be returned to the Government for disposition by the Contract start date. Upon termination of this Contract, GFE shall be returned to the Government in a condition at least equal to that existing when the Service Provider assumed responsibility for the equipment, reasonable wear and tear excepted.

C.3.1.2.2 Turn-in of Government-Furnished Equipment

When GFE is beyond economical repair due to normal wear and tear as determined by the Government, or otherwise no longer required by the Service Provider, the equipment shall be returned to the Government. Turn-in of GFE shall not relieve the Service Provider of responsibility for full performance of Contract requirements.

C.3.1.2.3 Replacement of Government-furnished Equipment

The Service Provider shall replace any GFE, at no cost to the Government, if damaged beyond economical repair due to the Service Provider's negligence. Title to such replaced equipment shall be vested in the Government.

C.3.1.3 Government-Furnished Materials

The Government will furnish or make available to the Service Provider the materials described in TE-5: Government-Furnished Material, for the performance of this Contract, for the duration of this Contract. The Service Provider shall be responsible for keeping adequate materials on hand for performance of this Contract according to its terms. If additional materials are authorized by this Contract, the Service Provider shall request such additional materials by providing a written request to the DGR at least 60 calendar days before the required delivery date of the materials. Non-availability of materials shall not relieve the Service Provider of the quality and timeliness performance requirements of this Contract. At the conclusion of the Contract period, the Service Provider shall return all residual inventories to the Government.

C.3.1.4 Government-Furnished Records

The Government shall furnish those records listed in Technical Exhibit 6. These records may include pending requisitions for equipment to be furnished to the SP, pending project case files required for contract performance or control logs or registers, which the serially sequenced entries shall be continued by the Service Provider. A Standard Form (SF) 135, Records Transmittal and Receipt, will be prepared for all records transferred, unless the government keeps a duplicate record copy. All records transferred to the Service Provider will only be returned to the government if specifically required by this contract.

C.3.1.5 Government-Furnished Vehicles

The Government shall not provide any government furnished vehicles in the contract IAW the Navy Drivers Handbook, NAVFAC MO-403 NAVFAC 0525-LP-173-5200.

C.3.2 GOVERNMENT-FURNISHED INFORMATION

GFI consists of the records, publications, manuals, documents and software currently used by the Navy in its operations at NSWCDD as listed in Section C-6 and Technical Exhibit 6. Standard Operating Procedures (SOPs) will also be provided to the Service Provider during the phase-in period for use "as-is" or as guidance. The Service Provider and DGR shall jointly inventory the GFI before the end of the phase-in period and the Government will release the GFI to the Service Provider at the end of the phase-in period. The Service Provider shall be responsible for maintaining GFI. At the termination of the contract, the Service Provider shall return all GFI to the Government.

C.3.3 GOVERNMENT-FURNISHED SERVICES

The Government will provide the services described below to facilitate the Service Provider's performance. Government-furnished services shall be used only for performance of work under this Contract.

C.3.3.1 Government-Furnished Utilities

The Government will provide utilities for Government-furnished facilities specified in TE-3: Government-furnished Facilities. Government-furnished utilities include heating and cooling, electricity, water, and sewage. Utilities will be provided within the existing delivery systems for those utilities.

The Service Provider shall have access to DSN and long distance telephone service and shall comply with regulatory requirements. The Government will provide existing telephones, telephone service and voice mail within the facilities specified in TE-3: Government-furnished Facilities. Additional telephone lines shall be at the Service Provider's expense. The Service Provider shall maintain documentation regarding long-distance calls verifying the use of calls as Contract-related. The Service Provider shall make long-distance call documentation available for Government review upon request.

The Service Provider shall take all actions necessary to ensure proper conservation of utilities.

C.3.3.2 Facility Maintenance

The Government will provide maintenance and repair services for Government-furnished facilities and related utility systems. The Service Provider shall bear the expense for repair of any damage, beyond normal wear and tear, caused by Service Provider employees. The Service Provider shall notify the DGR in writing when obvious building alterations, repairs, or maintenance are required.

C.3.3.3 Refuse and Recycling Collection

The Government will provide refuse collection from existing NSWCDD dumpsters. The Service Provider shall dispose of refuse in base dumpsters.

The Service Provider shall not dispose of flammable liquids, mineral spirits, oil, lubricants, or other flammable or hazardous materials in base dumpsters. The Service Provider shall contact the Environmental Office for a suitable location for hazardous and flammable material disposal.

The Service Provider shall comply with all NSWCDD recycling programs.

C.3.3.4 Pest Management

The Government will provide pest management services for Government-furnished facilities. The Service Provider shall cooperate with any regularly scheduled pest management services and shall notify the DGR in writing when unscheduled pest management services are required.

C.3.3.5 Custodial Service

The Government will provide custodial services in administrative and restroom areas of Government-furnished facilities. The Service Provider shall be responsible for general cleanup inside Government-furnished facilities.

C.3.3.6 Security Police and Fire Protection

The Government will provide 24-hour police and fire protection services. Emergency telephone numbers will be provided to the Service Provider before Contract start.

C.4.0 SERVICE PROVIDER-FURNISHED ITEMS

Except for items listed in paragraph C.3, the Service Provider shall provide all facilities, equipment, materials, and services to perform the requirements of this Contract.

C.4.1 SERVICE PROVIDER-FURNISHED EQUIPMENT AND TOOLS

All equipment, including motor vehicles and administrative equipment furnished by the Service Provider, shall be clearly and permanently marked with the Service Provider's name or logo for ready identification. All Serviced Provider equipment shall meet OSHA requirements. All equipment must be properly rated and be capable of operating on existing building circuitry. The Service Provider shall prevent the operation or attempted operation of electrical equipment or combinations of equipment that require power exceeding the capability of existing building circuits.

C.4.1.1 Service Provider Furnished Vehicles

The Service Provider shall furnish the vehicles necessary to provide mail and courier services under this contract and to transport the Service Provider and equipment from their worksite to various sites and units in and around Dahlgren.

C.4.3 EMERGENCY MEDICAL CARE

The Service Provider shall provide emergency medical care for Service Provider employees who suffer on-the-job injury or disease.

C.5.0 SPECIFIC REQUIREMENTS

The Service Provider shall provide all labor, supervision, tools, materials, equipment, and transportation necessary, unless otherwise specified herein, to provide the Budget and Accounting function. The Service Provider shall meet the performance requirements of this Work Statement, summarized in TE-1: Performance Requirements Summary. Projected annual workload for work under this Contract is shown in TE-8: Projected Annual Workload.

Budget and Accounting include services in the following areas:

- Financial Transactions
- Financial Customer Service
- Financial Systems
- Financial Information

C.5.1 PROCESS FINANCIAL TRANSACTIONS

The Service Provider (SP) shall provide financial products and processes and analysis of same. This includes providing input to principles and policies concerning financial management and prescribing procedures for financial functions to include budgeting and accounting. This also includes organizing, administering and processing financial transactions, advising management and Command as required and recommending solutions.

C.5.1.1 Process Funding

The SP shall process new sponsor orders and amendments to existing sponsor orders.

C.5.1.1.1 Process Incoming Sponsor Orders

The SP shall validate incoming sponsor orders, to include basic documents, amendments and revisions to acceptances of existing orders, IAW the Financial Management Regulations (FMR), SOPs and applicable directives and guidance. The sponsor orders are received by, but not limited to, AUTODOC, fax, mail, Portable Document Format (PDF) or through an end-user. The SP shall maintain a log and provide a Sponsor Order Acceptance (SOA) to the appropriate end-user for acceptance or rejection of the funding. Upon returned receipt of the SOA from the end-user, the SP shall prepare the document for acceptance/rejection by the Budget Officer. For accepted funding, the SP shall provide a Customer Order Number (CON) to the funding document and enter the new order into the financial system and, if required, the Supply feeder system/the travel feeder system. The SP shall provide acceptance/rejection of the funding document to the sponsor activity, within 10 working days after receipt of the funding document, IAW FMR, using agreed upon methodology for that activity. The SP shall process the obligation for the applicable new orders into AUTODOC/STARS. The SP shall provide a copy of the signed acceptance/rejection to the end user, (and Contracts, if Direct Cite) and maintain a file IAW the SOP.

C.5.1.1.2 Process Direct and Indirect Funding

The SP shall review, research, analyze and resolve customer requirements IAW the FMR, SOPs and applicable directives and guidance. The systems specified in T.E.2 shall be utilized. The SP shall assist customers (including Administrative Officers, Program Managers and Analysts) by

providing obligation and expense information. The SP shall receive, via email, requests to establish Indirect Funding accounts in the financial system. Based on overhead allocation, IAW SOPs, the SP shall determine the category of indirect funding and shall input appropriate transaction data into the financial system. The SP shall, upon customer request, create and maintain funding structure within the financial system to accommodate cost accounting requirements, IAW the FMR, SOPs and applicable directives and guidance.

C.5.1.1.3 Process Outgoing Funding

The SP shall receive and validate automated requests from the Supply feeder system; if coded incorrectly, the SP shall route requests to Supply. The SP shall obtain Streamline Requisitions daily from the Supply feeder system. The SP shall research required information in the financial system. The SP shall approve or reject streamline requisitions IAW with the FMR, SOPs, applicable instructions and directives. If the requisition is approved, the SP shall prepare and provide the transfer of funds document to the Budget Officer for authorization signature. Upon authorization signature, the SP shall provide a signed transfer of funds document to performing activity. The SP shall provide a copy to the end user. The SP shall maintain a log and a funding history file. The SP shall provide follow-up with the performing activity if acceptance is not received. If requisition for transfer of funds is rejected, the SP shall process the de-commitment in the supply feeder system. Upon receipt of the signed acceptance from the performing activity, the SP shall input the obligation for accepted funds and process the de-commitment in the Supply feeder system and file IAW SOPs, applicable instructions and directives.

C.5.1.2 Validate Existing Transactions

C.5.1.2.1 Validate Commitments, Obligations, Expenses/Accruals

The SP shall validate commitments and obligations, on a tri-annual basis, IAW DOD FMR. The SP shall obtain commitment and obligation information from the financial system. The SP shall review, research, analyze and resolve all outstanding Commitments and Obligations after receipt of request.

The SP shall validate expenses/accruals IAW Management's schedule. The SP shall obtain expense/accrual information from the financial system. The SP shall review, research, analyze and resolve all expenses/accruals after receipt of request.

Annually, the SP shall reconcile the balances in the accounts payable accounts to the supporting documentation, IAW FMR. The SP shall request write-off authority (or permission to make adjustments) for invalid accounts payable from the activity Comptroller (via the Accounting Officer), IAW NAVCOMPT. Upon Comptroller approval (via the Accounting Officer), the SP shall write-off the invalid accounts payable IAW NAVCOMPT.

C.5.1.2.2 Validate "M Status" Requests

The SP shall validate "M Status" requests IAW DOD FMR. The "M Status" requests are received by fax from DFAS Charleston. If needed, the SP shall retrieve a copy of the appropriate invoices for validation. The SP shall determine if sufficient funds are available for payment. If the request is not valid, the SP shall reject the "M Status" request. If the request is valid but sufficient expenses have not been processed for payment, the SP shall ensure that the appropriate financial transactions are created in the supply feeder system and the financial system to allow payment to be made. The SP shall notify the requestor that payment may be made.

C.5.1.2.3 Validate “Invoice Pre-Validation” Requests

The SP shall validate “Invoice Pre-Validation” Requests IAW DOD FMR. These “pre-validation requests” are received by email or fax. The SP shall determine if the “pre-validation request” is valid, should be paid and if sufficient funds are available for payment. If the “pre-validation request” is not valid, the SP shall reject the “pre-validation request”. If the “pre-validation request” is valid but sufficient expenses have not been processed, the SP shall ensure that the appropriate financial transactions are created in the supply feeder system and the financial system to allow payment to be made. The SP shall notify the requestor that payment may be made.

C.5.1.2.4 Validate Liquidations

The SP shall, retrieve information on liquidations from the financial system. The SP shall validate the information and ensure that the supply feeder system and the financial system are in balance.

C.5.1.2.5 Validate UMDs (Unmatched Disbursements)

The SP shall, retrieve information on UMDs from the financial system IAW FMR. The SP shall research transactions to determine if valid or invalid. If invalid, the SP shall take necessary steps to remove transactions from our Line of Accounting (LOA) and have the transactions processed to the appropriate LOA. If valid, the SP shall take appropriate steps to review, research, analyze and resolve the UMDs and ensure correct transactions are processed in the supply feeder system and the financial system.

C.5.1.2.6 Validate ICP (Integrated Cash Process) Transactions

The SP shall receive Integrated Cash Process (ICP) transactions via email. The SP shall review, research, analyze and resolve ICP transactions to ensure sufficient expenses have been processed, document is in an “open” status and Job Order Number (JON) is in an “unrestricted” status to enable liquidation of the cash transaction and avoid unmatched disbursements.

C.5.1.2.7 Validate Purchase Card Transactions

The SP shall receive a hardcopy of the purchase card Account Cycle Report (TBR400 report) and establish the financial transactions for NSWCDD in the supply feeder system to allow eventual payment of the invoice. The SP shall receive, validate and balance hard copies of the Dahlgren site Approving Official Statements/Invoices. The SP shall calculate the appropriate amount for payment. The SP shall prepare a certification sheet for each Approving Official Invoice and forward to the certifying officer for signature. The SP shall distribute same to DFAS Charleston for payment. The SP shall run the cash release process and retrieve liquidation information from the financial system to validate that all invoice amounts have been paid and liquidated for Dahlgren, Dam Neck and Panama City.

The SP shall retrieve information on asset/liability balances from the financial system related to purchase card transactions. The SP shall validate a random sampling of transactions to ensure the transactions have processed correctly in the supply feeder system and the financial system. If system errors are found, the SP shall identify the potential system error, analyze the potential causes and effects of the error and coordinate with the external systems analysts for the feeder and financial systems to ensure valid transactions are being processed within the systems.

C.5.1.3 Process New Transactions**C.5.1.3.1 Process/Validate Invoices and Vouchers**

The SP shall receive invoices or SF1164s via, but not limited to, U.S. mail, FEDEX, email, fax or hand-delivery. The SP shall date-stamp IAW Prompt Payment Act, FMR, JTR and FAR. The SP shall determine if the invoice is in proper format IAW the terms of the Prompt Payment Act and the FMR. If the format of the invoice is invalid, the SP shall contact the vendor to request missing information or return invoice to vendor. If invoice is in valid format, the SP shall obtain a copy of the contract to determine that the invoice is appropriate IAW the terms of the contract. If the invoice is not appropriate IAW the terms of the contract, the SP shall contact the vendor for appropriate information or return the invoice to the vendor. If the invoice is appropriate IAW the terms of the contract and is a service contract, the SP shall track the invoice and forward to end user for 'receipt and acceptance' signature. The SP shall review, research and analyze financial transactions in the supply and financial systems to ensure sufficient expenses have been processed for invoice payment and government authority has acknowledged receipt of goods and services. The SP shall prepare the invoice for payment by attaching a completed certification sheet (if required). The SP shall forward to the certifying officer for signature.

If the invoice is received by the SP with a signed 'receipt and acceptance' sheet already attached, the SP shall validate this signed 'receipt and acceptance' sheet against the funding information in the supply and financial systems; if the sheet is correct, the SP shall prepare the invoice for payment by attaching a completed certification sheet (if required). The SP shall forward to the certifying officer for signature and submit the invoice and completed signed certification sheet to the appropriate paying office for payment.

C.5.1.3.2 Process Accrual Requests

The SP shall process Accrual Requests IAW management requirements and NAVCOMPT. The SP shall obtain information on accrual requests from the end-user. The SP shall validate and process all necessary transactions in the supply feeder system and the financial system.

The SP shall process automatic accruals at management's request. The SP receives a listing of requested accruals. The SP shall code the transactions in the financial system to allow the system to process 'periodic' accruals.

C.5.1.3.3 Process Obligations

The SP shall receive Reimbursable-funding documents via email or hard copy. The SP shall process the obligation of the funding in the financial system.

The SP shall receive Outgoing Direct Cite funding documents via email or hard copy. The SP shall obtain a copy of the appropriate contract and process the obligation of the funding in the financial system.

C.5.1.4 Delete Transactions and Close-Out Records

The SP shall retrieve and delete zero balance records from the financial system and close-out validated travel or other records.

C.5.1.5 Maintain Records and Logs

The SP shall maintain records and logs related to Budget, Accounting, Payroll, Travel, Vendor Pay and Customer Service IAW DOD FMR. The SP shall maintain a tickler system for all action correspondence. The SP shall maintain a tracking system for NSWCDL financial records. The SP shall review and purge records and dispose of records in accordance with SECNAVINST. The SP shall provide documentation for approval by the NSWCDL DGR before records are destroyed or transferred to the records repository.

C.5.2 PROVIDE FINANCIAL CUSTOMER SERVICE

C.5.2.1 Provide Budget Services

C.5.2.1.1 Provide Funding History

The SP shall receive, via email, telephone, fax or hardcopy, requests to provide funding history when financial information is missing or inadequate at the sponsor level. The SP shall provide copies of financial information that is available to assist sponsors in the validation, reconciliation and balancing of records.

C.5.2.1.2 Provide Appropriation Information

The SP shall receive, via email or telephone, requests to provide appropriation information. The SP shall validate the request and provide the documented information back to the end-user. For appropriations that are not documented, the SP shall contact the appropriate sponsor and request hardcopy documentation to validate the request.

C.5.2.2 Provide Payroll Services

The SP shall provide support services to assist DFAS Charleston to insure that each employee of NSWCDL is paid accurately and timely. The SP shall respond to customer inquiries, maintain regular communication with DFAS Charleston, correct labor transactions in the payroll system and train timekeepers and other users on the civilian pay feeder system.

C.5.2.2.1 Process Leave

The SP shall process requests to research leave discrepancies. The SP shall gather appropriate information from the employee and validate information in the payroll system. If the information is correct as stated, the SP shall counsel the employee as to the entitlements as they relate to payroll. If the information is incorrect as stated, the SP shall request the appropriate documentation needed to process appropriate changes.

C.5.2.2.1.1 Process Leave Donor Requests

The SP shall process leave recipient and leave donor requests. The SP shall ensure that the leave recipient request, OPM 630, and the leave donor request, OPM 630-A or OPM 630-B, have been processed through the appropriate chain of command for approval; if not, the SP shall contact the employee or supervisor to counsel on appropriate paperwork path. When the SP receives the approved leave recipient and leave donor requests, the SP shall make appropriate annotations in the payroll system to indicate the employees have leave recipient and leave donor approval. The SP shall also notify DFAS Charleston of the employee's approval for participation in the program.

When the medical emergency for the employee has ended, upon notification by the employee, the SP shall terminate the leave donor approval indicator in the payroll system. The SP shall also notify DFAS Charleston of the employee's termination from the program.

The SP shall revise and distribute the Donor Voluntary Leave Transfer Program information/listing to all NSWCDL and tenant activity employees.

C.5.2.2.1.2 Process Advanced/Restored Leave Requests

The SP shall validate and process requests for Advanced/Restored Leave. The SP shall provide, to the appropriate timekeeper, the correct coding instructions and process the request in the payroll system. The SP shall advise employees on remaining hours available.

C.5.2.2.1.3 Validate Military, Court and Administrative Leave

The SP shall receive documentation from employees who have used military or court leave. The SP shall validate, in the payroll system, that the appropriate documentation has been received to validate the leave taken. The SP shall run an Outstanding Leave Documentation Report to indicate where military or court leave has been taken but backup documentation has not been supplied. The SP shall contact employees on this report to request appropriate backup documentation; if documentation is not provided, the SP shall enter the payroll system and change the military or court leave to annual leave.

The SP shall receive letters of approval from the Commander granting administrative leave to employees for volunteer activities. The SP shall maintain a file copy of approvals. The SP shall retrieve data from the financial system to indicate those employees using volunteer administrative leave. The SP shall verify that the maximum available balance has not been exceeded for these employees.

C.5.2.2.2 Process Payroll

C.5.2.2.2.1 Process Payroll Adjustments

The SP shall receive requests from employees or Personnel to research incorrect payroll information. The SP shall validate the requests and make necessary timecard adjustments. The SP shall verify that retroactive adjustments are made and, if required, that additional funds are disbursed to employees or coordinate employee indebtedness schedules with DFAS Charleston.

C.5.2.2.2.2 Process Pay Updates

The SP shall receive documents from employees updating payroll information, such as tax forms, address forms, savings bonds, allotments, direct deposit, union dues or charities. The SP shall verify these forms for accuracy of data, process the forms and enter necessary information into the payroll system. The SP shall maintain these forms.

C.5.2.2.2.3 Process Requests for Special Pays

The SP shall receive information, from the system or from an employee, that a paycheck will not or has not been issued to or received by the employee. The SP shall determine from the payroll system whether a check has been generated. If the check has been generated, the SP shall have the employee complete DD Form 2660 to request a recertified check. The SP shall contact DFAS Cleveland to notify them of the Request for Special Pay. If the check was not issued, the SP shall complete NAVCOMPT FORM 2095 requesting a Special Pay Authorization. The SP shall make

necessary changes in the payroll system to generate payroll information for the employee, process appropriate documentation and forward to DFAS Charleston to have the check issued.

C.5.2.2.2.4 Process Payroll Reports

The SP shall obtain information from the payroll system regarding missing time and attendance, invalid transactions and conversion of hours. The SP shall validate all transactions for accuracy, making necessary corrections in the payroll system or contacting the employee for verification and additional information.

C.5.2.2.2.5 Request CAR (Charleston Action Request) Resolutions and REMEDY

The SP shall request CAR and REMEDY resolutions for payroll issues and problems that cannot be resolved on site. The SP shall utilize the web-based systems to document specific problems, enter tracking information related to the problem and provide specific instructions or guidance as to the source of the issue or problem. The information will be assigned a tracking number and routed to the appropriate subject-matter expert at DFAS Charleston. Once a solution is found, DFAS Charleston will contact the SP with the tracking information and the resolution of the issue or problem. The SP shall contact the employee to explain the resolution of the problem and inform him of steps to be taken.

C.5.2.2.2.6 Process Time and Attendance

The SP shall collect hard copy Time and Attendance sheets, for employees submitting corrected timecards. Time and Attendance sheets will be received in person or via fax or email. The SP shall validate and process hard copy corrected Time and Attendance sheets into the payroll system. The SP shall input Time and Attendance corrections, for designated employees.

C.5.2.2.3 Process Payroll Customer Requests

The SP shall respond to requests to perform research and provide payroll information related to a specific incident, such as child support, bankruptcy, garnishments, alimony, etc. These requests are received via U.S. mail, fax or email.

The SP shall receive requests to verify employment. These requests are received via telephone, U.S. mail, fax or email and are received.

The SP shall receive requests to provide verification of employment for former employees. The requests are validated for legitimacy and specific information is provided, dependent on the format of the request.

The SP shall receive documentation from Personnel related to new employees. The SP shall validate all information and enter it into the payroll system to establish the new employee records.

The SP shall receive requests to process work schedule changes. The SP shall validate the work schedule change against information recorded in the payroll system. If the work schedule has caused payroll errors, the SP shall process the necessary transactions in the payroll systems to ensure the employee is paid correctly.

C.5.2.3 Provide Travel Services**C.5.2.3.1 Process Travel Orders**

The SP shall receive electronic and paper copies of civilian and military travel orders. The SP shall validate the information listed on the travel order for accuracy. If the travel order contains erroneous information, the SP shall reject the travel order and return to the end-user for correction(s). The SP shall approve the electronic travel orders for travel authorization in the travel feeder system, print a hard copy and forward to the certifying official for signature. The SP shall approve the paper copies of travel orders for travel authorization and enter the data into the financial system. The SP shall distribute certified travel orders (with one photocopy) requiring airline tickets to the Scheduled Airline Ticket Office (SATO). The SP shall distribute certified travel orders for driving travelers to the travelers.

The SP shall receive travel orders reflecting Lines of Accounting (LOA) related to other activities but for NSWCDL travelers. The SP shall forward to certifying official for signature and distribute to the traveler.

The SP shall process Long Term Travel Orders (travel assignments greater than 180 days). The SP shall receive an electronic request for long-term travel along with documentation requesting a Cost Analysis for External Assignments. Once the determination has been made that it is Long Term Travel, the SP shall ensure that the Per Diem obligation set up in the travel system has been reduced appropriately and that the orders have gone through the appropriate approval path. If the travel order contains erroneous information, the SP shall reject the travel order back to the end-user for correction(s). The SP shall process the electronic travel orders for travel authorization in the travel feeder system, print a hard copy and forward to the certifying official for signature. The SP shall distribute certified travel orders back to the end-user.

The SP shall process all travel orders IAW the JTR, the FMR and Navy instructions and directives.

C.5.2.3.1.1 Analyze and Prepare Cost Analysis for External Assignments

The SP shall receive requests to analyze and prepare a Cost Analysis for External Assignments IAW NAVSEA Dahlgren Surface Warfare Center Division External Assignment Manual (7 March 2002). Requests are received by fax, email or telephone. The SP shall contact the traveler to obtain information regarding finances, family information, etc. The SP shall prepare, analyze and validate the Cost Analysis and make the recommendation as to the type of travel. The SP shall distribute the Cost Analysis to the traveler's department for final approval and preparation of the appropriate paperwork.

C.5.2.3.1.2 Initiate Cash Advances

The SP shall request a cash advance when an employee must go on government travel but does not possess a government travel card. The SP shall make appropriate annotation on the travel order, IAW JTR.

C.5.2.3.2 Process Travel Claims

The SP shall receive travel claims via (but not limited to) US mail, fax, guard mail, hand delivery, etc. The SP shall process travel claims IAW the JTR, the FMR and Navy instructions and directives. The SP shall, for SF1164 claims related to travel, validate the transaction and enter the

necessary data into the travel feeder system. The SP shall, for SF1164 claims related to non-travel related expenses, validate the transaction and enter the necessary data into the financial system.

The SP shall, for DD Form 1351-2 and Invitational travel claims, validate the claims and submit to the appropriate paying office for payment.

The SP shall, for DD Form 1614 travel claims, provide individual counseling services for the traveler, validate the claims and submit to the appropriate paying office for payment.

If a long-term assignment exceeds one year in length, the SP shall provide additional counseling services to the traveler regarding tax implications.

C.5.2.3.2.1 Establish Electronic Funds Transfer

The SP shall assist employees in establishing electronic funds transfer. The SP shall provide appropriate forms to the employee. Upon receipt of returned forms, the SP shall validate the information and forward to the appropriate pay office for further processing.

C.5.2.3.2.2 Track Travel Claims Through Payment

The SP shall provide assistance to travelers who are experiencing discrepancies or delays in the payment of their travel claims. The SP shall validate the travel claim information in the travel system for accuracy. The SP shall then contact the appropriate pay office for payment status.

C.5.2.3.2.3 Assist in Correction of Travel Discrepancies

The SP shall provide assistance in the correction of travel discrepancies. The SP shall validate the information in the travel system for accuracy. If data is inaccurate, the SP shall contact the appropriate pay office to request appropriate corrections. If the data is correct, the SP shall explain to the traveler the entitlements received in relation to the travel performed.

C.5.2.3.3 Process Travel Cancellations

The SP shall receive, via email, fax, telephone or hard copy, requests from travelers to cancel travel orders. The SP shall cancel the travel order in the travel system, initiating the de-commitment or de-obligation of the funding. If commercial transportation was requested, the SP shall coordinate with SATO to cancel the request.

C.5.2.3.4 Process Government Travel Credit Card Application/Updates

The SP shall provide liaison service for travel card issues, questions or concerns between Dahlgren travel cardholders and the bank issuing the card. The SP shall approve the issue of new or replacement travel cards, suspension of cards and changing the credit limit on cards. The SP shall provide the CO and the affected Department a list of travel cardholders who are 60 or more days late in making complete payment on their travel card purchases. The SP shall research and resolve questions posed by the issuing bank on travel card problems or concerns.

C.5.2.3.5 Process Centrally Billed Reconciliation Report

The SP shall receive via email or through STARS, a Centrally Billed Reconciliation Report for Transportation Requests and, through the Government Transportation Services (GTS) website, an error listing. The SP shall utilize this information to perform Centrally Billed Account (CBA) reconciliation. The SP shall validate each transaction to ensure the appropriate financial transactions are established to allow payment of transportation requests and to avoid suspension

of the CBA account for the Dahlgren and Dam Neck sites. The validation of this information also aids in the prevention of unmatched disbursements. After reconciliation is performed, the SP shall inform NAVPTO (Navy Passenger Transportation Office) of results.

C.5.2.4 Provide Accounting Operations Services

The SP shall provide a variety of accounting operations services to each department or site of the Division. The services involve customer service functions, which include the tracking and forwarding of invoices to end user for signature. The SP shall be responsible for posting accounting transactions, managing the accounting aspects of the purchase card program, the review and maintenance of accounting records for inventory, posting commitments, obligations and cost transactions, the research and resolution of unallocated or suspended invoices, the clearing of unmatched transactions (to include both unmatched disbursements and collections), the communication and implementation of site accounting rules and regulations, the operations and maintenance of site financial feeder systems and the provisions of departmental and site financial advisory services.

The SP shall provide financial products and processes and analysis of same. This includes planning, directing and executing financial management operations, developing policies and implementing actions to promote economy and efficiency in the use of NSWCDD resources and ensuring the proper development, maintenance and integration of financial management information systems.

C.5.2.4.1 Provide Accounting Historical Data

The SP shall be responsible for the development and operation of accounting processes and procedures that are necessary to maintain NSWCDD subsidiary ledgers and records as required by local and higher authority. The SP shall maintain financial records on all assets and liabilities. The SP shall provide and maintain copies of accounting policy, guidelines and instructions to assure NSWCDD compliance with accounting policy promulgated by higher authority. The SP shall provide documentation and analysis information to management, upon request.

C.5.2.4.2 Process Financial Transaction Adjustments

The SP shall process financial transaction adjustments, usually caused by requirement changes, which are requested by internal and external customers. These transactions are not able to process as defined within the financial system but are required to ensure accurate financial records. The SP shall process financial transactions, in close conjunction with internal and external customers, to allow these exceptions and changes to process as necessary.

C.5.2.5 Provide Mail Services

The SP shall provide mail collection and delivery services. Mail is delivered by the United States Postal Service (USPS), Federal Express (FEDEX), United Parcel Service (UPS) and Guard Mail (internal) on station. The SP shall go to the designated distribution point and transport mail containers and packages between the designated distribution point and the SP's work area. The SP shall sort and file mail in appropriate bins. The SP shall deliver incoming mail to addressees. The SP shall separate and prepare for dispatch controlled and uncontrolled mail. The SP shall ensure proper identification and accounting of controlled mail.

The SP shall ensure that an employee authorized to sign for controlled mail is available in the work area throughout normal working hours for receipt of such mail.

The SP shall open unidentified mail to determine the appropriate recipient for distribution.

The SP shall pick up incoming Guard Mail and misdirected USPS mail at the NSWCDL Shipping Office. The SP shall distribute such mail to the appropriate recipients.

The SP shall transport outgoing mail (daily) for USPS to the designated distribution points. The SP shall transport outgoing mail (daily) for FEDEX to the NSWCDL Shipping Office.

The SP shall provide courier services on station.

The SP shall pick up and deliver Travel Documents and reports between the SP's work area and the SATO Travel Office.

C.5.2.6 Maintain Copiers/Facsimiles/Printers

The SP shall maintain the copiers, facsimile equipment and printers. The SP shall maintain adequate paper levels and provide routine maintenance. If technical servicing is needed, the SP shall notify the appropriate servicing agency of problem(s) and follow-up for corrective action. The SP shall also notify the DGR.

C.5.2.7 Supplies Inventory Review

The SP shall review available inventory and ensure that adequate supplies are available for usage. The SP shall submit requests for supplies to the DGR.

C.5.3 UTILIZE AND MAINTAIN FINANCIAL SYSTEMS

The SP shall operate and maintain Navy Working Capital Funds (NWCF) financial systems applications in the accounting, budgeting, customer support and project management reporting functional area. The SP shall monitor and evaluate the operation of existing financial systems (automated and manual) to ensure effectiveness of operation and that NSWCDL needs are met. The SP shall serve as primary liaison between functional financial system users and the systems design agents regarding the design, development, modification and maintenance of automated financial systems. The SP shall define, review and ensure that all requirements for automated financial systems information are accurately documented and communicated to appropriate personnel. The SP shall develop, in conjunction with functional users, Standard Operating Procedures (SOPs) to facilitate effective and efficient operation of the system. The SP shall define necessary adjustments and desired corrective actions to the standard financial system or to its feeder systems.

C.5.3.1 Establish and Maintain New Accounts/Records

The SP shall maintain the following (but not limited to) financial and feeder systems: the financial system, the travel feeder system, and the payroll feeder system. The SP shall assign and maintain user accounts. The SP shall establish and maintain database privileges for each account.

C.5.3.2 Create Financial System Schedules

The SP shall create a monthly calendar, for the succeeding month, for use by the end users and management. The SP shall submit the calendar for review and approval by the DGR. The SP shall distribute the approved calendar to the end users.

The SP shall create weekly schedules, based on the approved calendar, to identify which programs are to run each evening to update the financial system from the standard feeder systems or from the individual data entry directly into the financial system occurring within the Comptroller Division. The SP shall distribute the weekly schedules to the end users and to Central Design Agency (CDA) for execution.

The SP shall retrieve reports from the financial system to validate the accuracy and complete execution of the financial systems schedule.

C.5.3.3 Maintain Financial System Security

The SP shall ensure that the financial system is secure IAW Defense Information System Agency (DISA), Field Security Operations, Unisys Security Technical Implementation Guide (STIG), Automated Information System (AIS) Security Policy and Procedures Guide, and that all NSWCCD, DFAS and Navy security procedures and protocols are met. The SP shall investigate and report security discrepancies to Defense Enterprise Computing Center (DECC).

C.5.3.4 Maintain System Documentation

The SP shall maintain a library of the financial system documentation for all new releases, system updates and current operating procedures.

C.5.3.5 Maintain System and User Reports

The SP shall maintain, monitor and update the DEPCON computer and file directory, which provides access to the electronic files or reports stored on the server. The SP shall answer internal inquiries on accessing and retrieving the electronic files.

C.5.3.6 Implement System Program Updates or Enhancements

The SP shall cross reference, annotate and distribute the new releases and system updates to affected end users. The SP shall notify CDA to implement system program updates or enhancements into the financial database for live production.

C.5.3.7 Identify and Quantify System Problems

The SP shall diagnose, report, troubleshoot and resolve system problems for the end users and the CDA. The SP shall maintain documentation on system problems and initiate corrective actions where appropriate.

C.5.4 PROVIDE FINANCIAL INFORMATION

C.5.4.1 Respond to Financial Data Calls/Inquiries

The SP shall provide financial information and advice to Division Command and others within the NAVSEA/NSWC financial network to support the financial processes and products of the Division. The SP shall respond to questions and take actions to assist all levels of supervision and management regarding efficient financial actions.

C.5.4.1.1 Provide Information for Investigations

The SP shall answer specific questions and provide additional information to assist internal and external review boards in their efforts to define recommendations on financial issues. The SP shall receive, from internal or external sources, requests for financial information that requires a written response. The SP shall take actions necessary to address the specific request in the data call and obtain background information required to respond to the call. The SP shall obtain approval for release of information by Department or Site Command.

C.5.4.1.2 Provide Financial Information and Command Support

The SP shall provide information and identify recommended courses of action to upper management upon request.

C.5.4.2 Prepare and Distribute Financial Reports

The SP shall generate and distribute reports of financial transactions. The SP shall generate the financial reports utilizing data from the financial and standard feeder systems and from the Corporate Data Base (CDB).

C.5.4.2.1 Prepare and Distribute Accounting Reports

The SP shall retrieve data from the financial system. The SP shall manipulate and sort the data into the required format as defined by management and distribute to appropriate employees for further processing. The SP shall prepare accounting reports for internal and external customers. The SP shall analyze the data to identify system or processing errors and shall make recommendations to appropriate, designated system personnel, both internal and external, for correction. The SP shall prepare statistical reporting information to management, upon request.

C.5.4.2.2 Retrieve and Distribute Payroll Reports

The SP shall retrieve data from the payroll system. The SP shall manipulate and sort the data into the required format as defined by management and distribute to appropriate employees for further processing. The SP shall analyze the data to identify system or processing errors and shall make recommendations to appropriate designated system personnel, both internal and external, for correction or the SP shall make the corrections. The SP shall prepare statistical reporting information to management, upon request.

C.5.4.2.3 Retrieve and Distribute Travel Reports

The SP shall retrieve data from the travel system. The SP shall distribute to appropriate employees for further processing. The SP shall validate any or all records on report. The SP shall analyze the data to identify system or processing errors and shall make recommendations to appropriate, designated system personnel, both internal and external, for correction or the SP shall make the corrections.

C.5.4.3 Provide or Obtain Training/Information

C.5.4.3.1 Provide Input, Technical Knowledge and Test, Evaluate, Maintain and Update Standard Operating Procedures (SOP's)

The SP shall provide input, technical knowledge and test, evaluate, maintain and update government-provided Standard Operating Procedures (SOP's) for financial operations within the scope of this PWS, as required by management and as process changes occur, upon management approval, to ensure and facilitate effective and efficient operation of the system.

C.5.4.3.2 Provide Training/Assistance to Customers

The SP shall interpret, in cooperation with management, new accounting rules, regulations, guidance or standards provided by higher authority. The SP shall assist management in the training and implementation of same to internal and external customers. The SP shall define adjustments that are necessary to implement the changes received. The SP shall, in cooperation with management, develop a schedule to train users on the changes in accounting rules and regulations and to track implementation within the Dahlgren Division.

The SP shall develop test routines to assure that changes to the financial system and the mandated feeder systems work as required. The SP shall implement any approved changes in accounting rules or regulations within NSWCD, making adjustments to standard or feeder systems as necessary.

C.5.4.4 Perform Liaison Services/Plan, Organize and Maintain Workload Assignments

The SP shall perform consulting and advisory services as required by workload or defined by management. These services include, but are not limited to: consultations, advisory services, staff and other support services, transaction services and implementation services. The SP shall monitor and evaluate the operation of existing financial systems (automated and manual), including feeders, to ensure effectiveness of operation and that NSWCD needs are met. The SP shall serve as primary liaison between functional financial system users and the systems design agents regarding the design, development, modification and maintenance of automated financial systems. The SP shall define specific answers or responses to questions and document the answers as necessary, to be used later for similar questions or issues.

The SP shall work with DFAS sites, other Comptroller staffs and Central Design Agents (CDA) for the standard financial system and feeders to that system to assist in financial matters.

The SP shall coordinate financial and feeder system files, schedules, calendars and requirements as required by the year-end and start-up guidance, management and Standard Operating Procedures. The SP shall schedule the year-end and start-up meetings, notify all year-end/start-up committee members, prepare the minutes and tasking and forward the minutes to the DGR and management for approval.

C.6.0 APPLICABLE DOCUMENTS

Applicable Department of Defense (DOD), Secretary of the Navy (SECNAV), Chief of Naval Operations (OPNAV), and other directives, instructions, publication, regulations and forms are listed in TE-9: Applicable Documents. Each document has been coded as mandatory (M) or advisory (A). The Service Provider is obligated to follow those publications and use those forms coded as mandatory to the extent specified in other sections of this Contract. The Service Provider shall be guided by those documents coded as advisory to the extent necessary to accomplish requirements in this Contract. All documents listed in TE-9: Applicable Documents that are not available on the Worldwide Web (www) have been made available for solicitation preparation in a library established at NSWCCD and will be provided by the Government at the start of the Contract.

TECHNICAL EXHIBIT-1: PERFORMANCE REQUIREMENTS SUMMARY

CLIN	Paragraph	Contract Requirement	Work Requirement	Performance Standard	MADR (%)
	C.5.1.1.1	Process Incoming Sponsor Orders	Validate incoming sponsor orders, including basic documents, amendments, revisions and special deposits	Work performed IAW FMR, applicable guidance and directives.	3%
			Maintain Log	Work performed IAW applicable guidance and directives.	3%
			Provide/prepare SOA for technical acceptance/rejection	Work performed IAW FMR, applicable guidance and directives.	3%
			Assign CON, input funding data for applicable sponsor orders into Financial System (and Supply feeder system or Travel System, if required)	Work performed within 3 working days of receipt of official acceptance, IAW applicable guidance and directives.	3%
			Process acceptance and process obligation for Applicable New Orders into AUTODOC/STARS	Complete within 10 working days after receipt of funding document, IAW FMR, applicable guidance and directives.	3%
			Provide acceptance/rejection to sponsoring activity via agreed upon methodology. Provide signed acceptance to end-user	Complete within 10 working days after receipt of funding document. Work performed IAW applicable guidance and directives.	3%
	C.5.1.1.2	Process Direct and Indirect Funding	Maintain Sponsor Order File	Work performed IAW applicable guidance and directives.	3%
			Review, research, analyze and resolve customer requirements.	Work performed IAW FMR, applicable guidance and directives.	3%
			Provide obligation and expense information.	Work performed IAW applicable guidance and directives.	3%
			Establish and modify Direct and Indirect Funding Accounts	Work performed IAW FMR, applicable guidance and directives.	3%

TECHNICAL EXHIBIT-1: PERFORMANCE REQUIREMENTS SUMMARY

CLIN	Paragraph	Contract Requirement	Work Requirement	Performance Standard	MADR (%)
	C.5.1.1.3	Process Outgoing Funding	Validate coding on automated requests from Supply feeder system Print Streamline Requisitions Approve or reject Streamline Requisitions Prepare and provide transfer document for authorization signature and provide copies Maintain a log and funding history file Process obligation or de-commitment in Supply feeder system and Financial System	Work performed IAW FMR, applicable guidance and directives. Work performed IAW FMR, applicable guidance and directives. Work performed IAW FMR and Navy Instructions and Directives. Work performed within 3 working day of receipt of request, IAW FMR and Navy Instructions and Directives. Work performed IAW applicable guidance and directives. Work performed IAW FMR.	3% 3% 3% 3% 3% 3%
	C.5.1.2.1	Validate Commitments, Obligations, Expenses/Accruals	Validate Commitments and Obligations Validate Expenses/Accruals Write-off invalid Accounts Payable/Accrual Validate "M Status" Requests Validate "Pre-validation Requests"	Must validate 100% of transactions, work performed on a tri-annual basis IAW FMR. Individual requests must be completed within 7 calendar days after receipt of request. Work completed IAW Management's schedule. Individual requests must be completed within 7 calendar days after receipt of request. Work performed IAW NAVCOMPT and at management's request. Work performed within 7 calendar days. Work performed within 7 calendar days.	3% 3% 3% 3% 3%
	C.5.1.2.2	Validate "M Status" Requests	Validate "M Status" Requests	Work performed within 7 calendar days.	3%
	C.5.1.2.3	Validate "Invoice Pre-validation" Requests	Validate "Pre-validation Requests"	Work performed within 7 calendar days.	3%
	C.5.1.2.4	Validate Liquidations	Retrieve and validate liquidations and balance in system	Work performed on a weekly basis.	3%
	C.5.1.2.5	Validate UMDs (Unmatched Disbursements)	Retrieve and Validate Unmatched Disbursements	Work performed on a weekly basis IAW FMR.	3%
	C.5.1.2.6	Validate Integrated Cash Process (ICP) Transactions	Receive and Validate Integrated Cash Process Transactions	Work performed within 4 calendar days.	3%

TECHNICAL EXHIBIT-1: PERFORMANCE REQUIREMENTS SUMMARY

CLIN	Paragraph	Contract Requirement	Work Requirement	Performance Standard	MADR (%)
	C.5.1.2.7	Validate Purchase Card Transactions	<p>Establish financial transactions in Supply feeder system.</p> <p>Receive, validate and balance hard copies of the Dahlgren site Approving Official Statements/Invoices</p> <p>Calculate amounts for payment.</p> <p>Prepare/obtain/distribute signed certification sheets.</p> <p>Run the Cash-Release process in Supply feeder system.</p> <p>Retrieve liquidation information to validate payments and liquidations</p> <p>Random audit/validation of asset/liability balances</p>	<p>Work performed twice a month immediately upon receipt of TBR400 Report.</p> <p>Work completed within a three-week period.</p> <p>Work completed within a three-week period</p> <p>Work completed within a three-week period</p> <p>Work performed within two weeks of balancing records.</p> <p>Work performed IAW guidelines and directives.</p> <p>Work performed IAW guidelines and directives.</p>	<p>3%</p> <p>3%</p> <p>3%</p> <p>3%</p> <p>3%</p> <p>3%</p>
	C.5.1.3.1	Process/Validate Invoices and Vouchers	<p>Validate invoices for proper format</p> <p>Validate invoice and match to terms of contract</p> <p>Validate invoice against Supply feeder system and Financial systems for sufficient expenses</p> <p>Prepare invoice and certification sheet for signature authority</p> <p>Forward to appropriate paying office.</p>	<p>Work completed within 24 hours and performed IAW Prompt Payment Act and FMR.</p> <p>Work completed within 24 hours and performed IAW Prompt Payment Act and FMR.</p> <p>Work completed within 7 calendar days and performed IAW Prompt Payment Act and FMR.</p> <p>Work completed within 4 calendar days and performed IAW Prompt Payment Act and FMR.</p> <p>Work completed within 24 hours and performed IAW Prompt Payment Act and FMR.</p>	<p>3%</p> <p>3%</p> <p>3%</p> <p>3%</p> <p>3%</p>
	C.5.1.3.2	Process Accrual Requests	<p>Process accrual requests.</p> <p>Validate and process transactions in Supply feeder system and financial system</p> <p>Code and process automatic accruals.</p>	<p>Work performed IAW management requirements.</p> <p>Work performed within 7 calendar days after distribution</p> <p>IAW management request.</p>	<p>3%</p> <p>3%</p> <p>3%</p>

TECHNICAL EXHIBIT-1: PERFORMANCE REQUIREMENTS SUMMARY

CLIN	Paragraph	Contract Requirement	Work Requirement	Performance Standard	MADR (%)
	C.5.1.3.3	Process Obligations	Process Reimbursable funding in the financial system.	IAW management request.	3%
	C.5.1.4	Delete Transactions and Close-Out Records	Retrieve contracts and process Direct Cite funding in the financial system.	IAW management request.	3%
			Retrieve and delete zero-balance records from financial system.	IAW management request.	3%
			Retrieve and close-out validated travel records.	IAW management request, JTR and JFTR.	3%
	C.5.1.5	Maintain Records and Logs	Maintain records and logs related to Budget, Accounting, Payroll, Travel, Vendor Pay and Customer Service.	IAW FMR, directives and guidance.	3%
			Maintain tickler and tracking system for all action correspondence and financial records.	Work performed IAW directives and guidelines.	3%
	C.5.2.1.1	Provide Funding History	Review, purge and dispose of records.	Quarterly, IAW SECNAVINST.	3%
			Provide copies of available financial information.	Upon request.	3%
	C.5.2.1.2	Provide Appropriation Information	Validate requests and provide documented information.	Upon request.	3%
	C.5.2.1.3	Verify Available Balance	Validate requests and provide documented information.	Upon request.	3%
	C.5.2.2	Provide Payroll Services	Respond to customer inquiries.	Work performed within 24 hours of day of request.	3%
			Correct labor transactions in payroll system.	Work performed within two weeks upon receipt of request.	3%
			Provide training on civilian pay feeder system.	Work performed within 24 hours upon receipt of request.	3%
	C.5.2.2.1	Process Leave	Validate leave discrepancies in payroll system.	Work performed within 24 hours upon receipt of request.	3%

TECHNICAL EXHIBIT-1: PERFORMANCE REQUIREMENTS SUMMARY

CLIN	Paragraph	Contract Requirement	Work Requirement	Performance Standard	MADR (%)
	C.5.2.2.1.1	Process Leave Donor Requests	Validate, process and terminate leave recipient and leave donor requests in the payroll system.	Work performed within 2 days upon receipt of request	3%
	C.5.2.2.1.2	Process Advanced/Restored Leave Requests	Revise and distribute Donor Voluntary Leave Transfer Program information/listing.	Work performed within 24 hours upon receipt of request	3%
	C.5.2.2.1.3	Validate Military, Court and Administrative Leave	Provide coding instructions to timekeeper. Process request in payroll system. Advise employees on remaining balance. Validate leave availability in payroll system. Run Outstanding Leave Documentation Report. Maintain file of volunteer administrative leave approvals. Validate usage of volunteer administrative leave	Work performed within 24 hours upon receipt of request Work performed within 24 hours upon receipt of request Work performed within 24 hours upon receipt of request Work performed within 24 hours upon receipt of request Weekly. IAW Twice per month	3% 3% 3% 3% 3% 3% 3%
	C.5.2.2.2.1	Process Payroll Adjustments	Validate payroll requests.	Work performed within 24 hours upon receipt of request	3%
	C.5.2.2.2.2	Process Pay Updates	Validate, maintain and process pay updates in payroll system.	Work performed within 24 hours upon receipt of request.	3%
	C.5.2.2.2.3	Process Requests for Special Pays	Validate missing check/requests for special pays.	Work performed within 24 hours upon receipt of request.	3%
	C.5.2.2.2.4	Process Payroll Reports	Validate payroll reports transactions.	By payroll system cutoff for the pay period, Tuesday at 1000 following the end of the two-week payroll period.	3%
	C.5.2.2.2.5	Request CAR (Charleston Action Request) Resolutions and REMEDY	Provide tracking information, instructions and guidance regarding payroll issues and problems requiring off-site resolution.	Work performed within 24 hours upon receipt of request.	3%

TECHNICAL EXHIBIT-1: PERFORMANCE REQUIREMENTS SUMMARY

CLIN	Paragraph	Contract Requirement	Work Requirement	Performance Standard	MADR (%)
	C.5.2.2.2.6	Process Time and Attendance	Validate and process hard copy corrected timecards into payroll system.	Work performed within 24 hours upon receipt of request.	3%
	C.5.2.2.3	Process Payroll Customer Request	Research and provide payroll information. Verify employment.	Work performed within 24 hours upon receipt of request.	3%
			Validate new employee information and enter into payroll system.	Work performed within 24 hours upon receipt of request.	3%
			Validate and process work schedule changes.	Work performed within 24 hours upon receipt of request.	3%
	C.5.2.3.1	Process Travel Orders	Validate, process and forward approved travel orders for certification and distribution.	Work performed within 7 days prior to proceed date, IAW FMR, JTR and JFTR, Navy Instructions and Directives.	3%
	C.5.2.3.1.1	Analyze and Prepare Cost Analysis for External Assignments	Prepare, analyze and validate Cost Analysis and distribute for final approval.	Work performed within 5 days of receipt of request, IAW NAVSEA Dahlgren Surface Warfare Center Division External Assignment Manual, FMR, JTR and JFTR.	3%
	C.5.2.3.1.2	Initiate Cash Advances	Request government travel Cash Advance.	Work performed within 24 hours of receipt of request, IAW FMR, JTR and JFTR.	3%
	C.5.2.3.2	Process Travel Claims	Validate and process travel claims into travel feeder system and submit for payment.	Work performed within 24 hours of receipt of request, IAW FMR, JTR and JFTR.	3%
			Validate and process non-travel claims into financial system and submit for payment.	Work performed within 24 hours of receipt of request, IAW FMR, JTR and JFTR.	3%
			Provide counseling services to traveler for long-term assignments exceeding one year.	Work performed within 72 hours of receipt of request, IAW FMR, JTR and JFTR.	3%
	C.5.2.3.2.1	Establish Electronic Funds Transfer	Validate forms and forward for processing.	Work performed within 24 hours of receipt of request, IAW FMR, JTR and JFTR.	3%
	C.5.2.3.2.2	Track Travel Claims Through Payment	Validate travel claim information in system and verify payment status.	IAW guidelines and directives	3%
	C.5.2.3.2.3	Assist in Correction of Travel Discrepancies	Validate travel information in system and resolve discrepancies.	Work performed within 24 hours of receipt of request, IAW FMR, JTR and JFTR.	3%

TECHNICAL EXHIBIT-1: PERFORMANCE REQUIREMENTS SUMMARY

CLIN	Paragraph	Contract Requirement	Work Requirement	Performance Standard	MADR (%)
	C.5.2.3.3	Process Travel Cancellations	Cancel travel order in travel system.	Work performed within 24 hours of receipt of request, IAW FMR, JTR and JFTR.	3%
			Cancel commercial transportation request.	Work performed within 24 hours of receipt of request, IAW FMR, JTR and JFTR.	3%
	C.5.2.3.4	Process Government Travel Credit Card Application/Updates	Approve the issue of new or replacement cards, suspension of cards and changing credit limits.	Work performed within 24 hours of receipt of request, IAW FMR, JTR and JFTR.	3%
			Provide and maintain listing of delinquent payments.	Work performed within 24 hours of receipt of delinquency report.	3%
			Research and resolve questions from issuing bank.	Work performed within 24 hours of receipt of request, IAW FMR, JTR and JFTR.	3%
	C.5.2.3.5	Process Centrally Billed Reconciliation Report	Validate and reconcile Centrally Billed Reconciliation Report.	Work performed within 3 workdays of receipt of request, IAW FMR, JTR and JFTR.	3%
	C.5.2.4	Provide Accounting Operations Services	Tracking and forwarding documents to certifying officer for signature.	Work performed within 72 hours of preparation, IAW FMR.	3%
			Posting accounting transactions.	IAW FMR.	3%
			Managing accounting for Purchase Card Program.	IAW FMR.	3%
			Review and maintenance of accounting records for inventory.	IAW FMR.	3%
			Posting commitments, obligations and cost transactions.	IAW FMR.	3%
			Research and resolution of unallocated or suspended invoices.	IAW FMR.	3%
			Clearing of unmatched transactions.	Work performed on a weekly basis IAW FMR.	3%
			Communication and implementation of site accounting rules and regulations.	IAW FMR.	3%
			Operations and maintenance of site financial feeder systems.	IAW FMR.	3%
			Planning, directing and executing financial management operations.	IAW FMR.	3%
			Developing policies.	IAW FMR.	3%

TECHNICAL EXHIBIT-1: PERFORMANCE REQUIREMENTS SUMMARY

CLIN	Paragraph	Contract Requirement	Work Requirement	Performance Standard	MADR (%)
	C.5.2.4.1	Provide Accounting Historical Data	Maintain NSW CDD subsidiary ledgers and records.	IAW FMR, and higher authority.	3%
			Maintain financial records on all assets and liabilities.	IAW FMR, and higher authority.	3%
			Maintain copies of accounting policy, guidelines and instructions and provide documentation and analysis information.	IAW guidelines and directives.	3%
	C.5.2.4.2	Process Financial Transaction Exceptions	Validate and process transactions in the financial system.	IAW guidelines and directives.	3%
	C.5.2.5	Provide Mail Services	Provide mail collection and delivery services.	IAW guidelines and directives.	3%
			Provide courier services.	At management's request.	3%
	C.5.2.6	Maintain Copiers/Facsimiles/Printers	Provide routine maintenance.	As required.	3%
			Maintain supply levels.	As required.	3%
			Place service calls.	As required.	3%
	C.5.2.7	Supplies Inventory Review	Review supply levels.	As required.	3%
			Submit ordering requests.	As required.	3%
	C.5.3	Utilize and maintain financial systems.	Operate and maintain financial system applications.	As required.	0%
			Serve as liaison to customers.	As required.	3%
			Document and communicate requirements.	As required.	3%
			Develop SOPs.	As required.	3%
			Define adjustments and corrective actions.	As required.	0%
	C.5.3.1	Establish and Maintain New Accounts/Records	Maintain the financial and feeder systems.	As required.	0%
			Assign and maintain user accounts.	As required.	0%

TECHNICAL EXHIBIT-1: PERFORMANCE REQUIREMENTS SUMMARY

CLIN	Paragraph	Contract Requirement	Work Requirement	Performance Standard	MADR (%)
	C.5.3.2	Create Financial System Schedules	Create, submit for review and approval and distribute monthly calendar. Create and distribute weekly schedules to identify run streams. Retrieve report to validate accuracy and execution of schedules.	As required. As required. As required.	3% 0% 3%
	C.5.3.3	Maintain Financial System Security	Ensure security of financial system. Investigate and report security discrepancies.	IAW Defense Information System Agency (DISA), Field Security Operations and Unisys Security Technical Implementation Guide (STIG). IAW Defense Information System Agency (DISA), Field Security Operations and Unisys Security Technical Implementation Guide (STIG).	0% 3%
	C.5.3.4	Maintain System Documentation	Maintain system documentation library.	As required.	3%
	C.5.3.5	Maintain System and User Reports	Maintain, monitor and update DEPCON computer and file directory. Provide access and retrieval assistance.	As required. As required.	3% 3%
	C.5.3.6	Implement System Program Updates or Enhancements	Cross-reference, annotate and distribute new releases and system updates. Notify CDA to implement updates and enhancements into the financial database.	As required. As required.	3% 0%
	C.5.3.7	Identify and Quantify System Problems	Diagnose, report, troubleshoot and resolve system problems. Maintain documentation on system problems. Initiate corrective actions.	As required. As required. As required.	3% 3% 3%
	C.5.4.1	Respond to Financial Data Calls/Inquiries	Provide financial information and advice to Division Command.	As required.	3%
	C.5.4.1.1	Provide Information for Investigations	Provide information and written response for internal and external review boards.	As required.	3%

TECHNICAL EXHIBIT-1: PERFORMANCE REQUIREMENTS SUMMARY

CLIN	Paragraph	Contract Requirement	Work Requirement	Performance Standard	MADR (%)
	C.5.4.1.2	Provide Financial Information and Command Support	Provide information and identify recommended courses of action.	Upon management request.	3%

TECHNICAL EXHIBIT-1: PERFORMANCE REQUIREMENTS SUMMARY

CLIN	Paragraph	Contract Requirement	Work Requirement	Performance Standard	MADR (%)
	C.5.4.2.1	Prepare and Distribute Accounting Reports	Prepare Accruals Outstanding Validation Report.	Twice a year.	3%
			Prepare Ad-Hoc Reports.	As requested	3%
			Prepare ICP Report.	Twice a month.	3%
			Prepare Liquidations Report.	Twice a week.	3%
			Prepare Liquidations Status Report.	Twice a week.	3%
			Prepare M Status Report/Charleston.	Monthly.	3%
			Prepare M Status Report/Washington	Monthly.	3%
			Prepare M Status Report Updates.	Weekly.	3%
			Prepare Material In Transit Report.	Monthly.	3%
			Prepare Material Bills Aged Unmatched Report/Commercial.	Monthly.	3%
			Prepare Material Bills Aged Mismatched Report/Commercial.	Monthly.	3%
			Prepare Material Bills Aged Unmatched Report.	Monthly.	3%
			Prepare Material Bills Aged Mismatched Report.	Monthly.	3%
			Prepare Material Bills Aged Unmatched Report/GSA.	Monthly.	3%
			Prepare Material Bills Aged Mismatched Report/GSA.	Monthly.	3%
			Prepare Material Bills Aged Unmatched Report/Milstrip.	Monthly.	3%
			Prepare Material Bills Aged Mismatched Report/Milstrip.	Monthly.	3%
			Prepare Outstanding Commitment Validation Report/Material.	Three times a year.	3%

TECHNICAL EXHIBIT-1: PERFORMANCE REQUIREMENTS SUMMARY

CLIN	Paragraph	Contract Requirement	Work Requirement	Performance Standard	MADR (%)
			Prepare Outstanding Commitment Validation Report/Services.	Three times a year.	3%
			Prepare Outstanding Obligation Validation Report/Material.	Three times a year.	3%
			Prepare Outstanding Obligation Validation Report/Services.	Three times a year.	3%
			Prepare Outstanding Accounts Payable Validation Report/Material.	Two times a year.	3%
			Prepare Outstanding Accounts Payable Validation Report/Services.	Two times a year.	3%
			Prepare Purchase Card Cash Detail Report.	Two times a month.	3%
			Prepare Purchase Card Liquidation Report.	Monthly.	3%
			Prepare Purchase Card Tracking Log Report.	Monthly.	3%
			Prepare Purchase Card PC6 Disputes Report.	Four times a year.	3%
			Prepare Suspense/Material Report.	Twice a week.	3%
			Prepare Suspense/Services Report.	Weekly.	3%
			Prepare Unallocated Cash/Weekly Report.	Weekly.	3%
			Prepare Unallocated Cash/Monthly Report.	Monthly.	3%
			Prepare UMD Monthly Status Report.	Monthly.	3%
			Prepare Zero-Balance Records Status Report.	Every two months.	3%

TECHNICAL EXHIBIT-1: PERFORMANCE REQUIREMENTS SUMMARY

CLIN	Paragraph	Contract Requirement	Work Requirement	Performance Standard	MADR (%)
	C.5.4.2.2	Retrieve Payroll Reports	Retrieve Missing T & A Report.	Weekly.	3%
			Retrieve Invalid Transaction Report.	Weekly.	3%
			Retrieve Conversion of Hours Report.	Every two weeks.	3%
			Retrieve Retro Invalid Transaction Report.	Every two weeks.	3%
	C.5.4.2.3	Retrieve Travel Reports	Retrieve Centrally Billed Account Report.	Monthly.	3%
			Retrieve Travel Card Delinquency Report.	Monthly.	3%
	C.5.4.3.1	Provide Input, Technical Knowledge and Test, Evaluate, Maintain and Update Standard Operating Procedures (SOPs)	Provide Input, Technical Knowledge and Test, Evaluate, Maintain and Update SOPs.	As required.	3%
	C.5.4.3.2	Provide Training To Customers	Assist management in training and implementation of new accounting rules, regulations, guidance or standards.	As required, IAW management request.	3%
			Develop training schedule.	As required, IAW management request.	3%
			Develop test routines for financial and feeder systems.	As required, IAW management request.	3%
			Implement changes and make adjustments to financial and feeder systems.	As required, IAW management request.	3%
	C.5.4.4	Perform Liaison Services	Perform consulting and advisory services.	As required, IAW management request.	3%
			Monitor and evaluate effectiveness of financial and feeder systems.	As required, IAW management request.	3%
			Define answers/responses to questions and document responses.	As required, IAW management request.	3%
			Coordinate financial and feeder system files, schedules, calendars and requirements. Schedule year-end and start-up meetings, notify participants, prepare minutes and tasking and forward minutes for approval.	As required, IAW management request.	3%

TECHNICAL EXHIBIT-2: REQUIRED SYSTEMS AND SOFTWARE

ACCESS	Microsoft Office (Database)
AUTODOC	Automated Funding Document System (NAVSEA)
CAS	Corporate Asset System
CCR.DLIS.DLA.MIL	
CDB	Corporate Database
CERPS	Centralized Reporting
CHOOSE	CERPS History On-Line Operator Search Engine
CITIDIRECT	
CLAIMANT HEADQUARTERS BUDGET SYSTEM	
COBRA Application	Computer Optimized Batch Reconciliation
CTS	Corporate Travel System
DAASINQ (Norfolk)	Defense Automatic Addressing System Center Inquire
DCPS	Defense Civilian Pay System
DEFENSE FAS ENTERPRISE SERVER	
DEPCON	
DFAS.MIL	
DFAS4DOD	
DIFMS	Defense Industrial Financial Management System
DOCUANALYZER	Report Mining Software
DOCUMENT DIRECT	Report Mining Software
DRATS	Dahlgren Resource Allocation Tracking Software
EDA	Electronic Document Access (DOD)
EXCEL	Microsoft Excel (Spreadsheet)
FACTS	
FADA	Field Accounting Document Abstract
FEDFORMS	
FEDSIM Center	Federal Systems Integration And Management

FRS	Financial Reporting System
FTP	File Transfer Protocol
HCM	Headquarters Claimant Module
ILSMIS	Integrated Logistics Support Management Information System
INTERNET	
INTRANET	
MOCAS	Mechanization of Contract Administration Services
NAFI	Navy and Air Force Interface
NMCI	Navy Marine Corps Intranet
OLRV	On-Line Report Viewer
ONR	Office of Naval Research Award-Web System
OUTLOOK	Microsoft Outlook (Email)
POWERPOINT	Microsoft PowerPoint (Presentations)
POWER TRACK	
REMEDY	
SDW	Shared Data Warehouse
SLDCADA Application	Standard Labor Data Collection And Distribution
STARS	Standard Accounting And Reporting System
SWA	Secure Web Access
SWT	Service Wide Transportation
WORD	Microsoft Word (Word Processing)
WP	Word Perfect (Word Processing)

TECHNICAL EXHIBIT-3: GOVERNMENT-FURNISHED FACILITIES

Each billet will be furnished approximately 77-115 net square feet of administrative space on the second floor, Room 210 area of the Administrative/Operations Building, Building 183, located at Dahlgren.

TECHNICAL EXHIBIT-4: GOVERNMENT-FURNISHED EQUIPMENT

SYSTEM NAME	PC TYPE	CPU PA	SERIAL#	PROCSPD	RAM	HARDDRVMONITOR
DELL OPTIPLEX P500		148108	3XHXU	500Mhz	256MB	10GB 19"
DELL OPTIPLEX P500		148138	3XI00	500Mhz	256MB	10GB 19"
DELL OPTIPLEX P800		152562	HYCN201	800Mhz	256Mhz	10GB 19"
DELL OPTIPLEX P500		148136	3XH2E	500Mhz	256MB	10GB 19"
DELL OPTIPLEX P500		148129	3W7I4	500Mhz	256MB	10GB 19"
DELL OPTIPLEX P500		148159	3W7AV	500Mhz	256MB	10GB 19"
DELL OPTIPLEX P500		148128	3W79I	500Mhz	256MB	10GB 19"
DELL OPTIPLEX P500		148149	3W7CA	500Mhz	256MB	10GB 19"
DELL OPTIPLEX P500		148122	3XH3I	500Mhz	256MB	10GB 19"
DELL OPTIPLEX P500		148135	3XHLU	500Mhz	256MB	10GB 19"
DELL OPTIPLEX P500		148157	3W7AX	500Mhz	256MB	10GB 19"
DELL OPTIPLEX P500		148151	3W7LE	500Mhz	256MB	10GB 19"
DELL OPTIPLEX P500		148109	3W7GU	500Mhz	256MB	10GB 19"
DELL OPTIPLEX P500		148121	3XHU1	500Mhz	256MB	10GB 19"
DELL OPTIPLEX P500		148146	3XHIO	500Mhz	256MB	10GB 19"
DELL OPTIPLEX P500		148124	3W7E9	500Mhz	256MB	10GB 19"
DELL OPTIPLEX P500		148144	3XH5E	500Mhz	256MB	10GB 19"
DELL OPTIPLEX P500		148130	3W77U	500Mhz	256MB	10GB 19"
DELL OPTIPLEX P500		148107	3XHZA	500Mhz	256MB	10GB 19"
DELL OPTIPLEX P500		148145	3XHQI	500Mhz	256MB	10GB 19"
DELL OPTIPLEX P500		148147	3XHUJ	500Mhz	256MB	10GB 19"
DELL OPTIPLEX P500		148125	3W73U	500Mhz	256MB	10GB 19"

TECHNICAL EXHIBIT-4: GOVERNMENT-FURNISHED EQUIPMENT

SYSTEM NAME	PC TYPE	CPU PA	SERIAL#	PROCSPD	RAM	HARDDR V	MONITOR
DELL OPTIPLEX	P500	148112	3W7DE	500Mhz	256MB	10GB	19"
DELL OPTIPLEX	P500	148153	3W7IX	500Mhz	256MB	10GB	19"
DELL OPTIPLEX	P500	148142	3XHI7	500Mhz	256MB	10GB	19"
DELL OPTIPLEX	P500	148150	3W7BE	500Mhz	256MB	10GB	19"
DELL OPTIPLEX	P500	148118	3XHIQ	500Mhz	256MB	10GB	19"
DELL OPTIPLEX	P500	148117	3XHNU	500Mhz	256MB	10GB	19"
DELL OPTIPLEX	P500	148123	3W77A	500Mhz	256MB	10GB	19"
DELL OPTIPLEX	P500	148127	3W7FA	500Mhz	256MB	10GB	19"

All monitors are Dell Ultrascan P990 19" monitors. All speakers are Harmon Kardon HK195. All units cost \$1769 per unit (CPU, Monitor, Speakers) on August 3, 1999. Estimated value today is \$500 per unit.

Systems Furniture

Desktop Calculators

Telephones

Printers (will be shared with government employees)

Monitors

Speakers

Keyboards

File Cabinets

Copier Machines (will be shared with government employees)

Fax Machines (will be shared with government employees)

TECHNICAL EXHIBIT-5: GOVERNMENT-FURNISHED MATERIAL

Standard Office Supplies

TECHNICAL EXHIBIT-6: GOVERNMENT-FURNISHED RECORDS AND REPORTS

Maintain management, operation and maintenance records and prepare management, operation and maintenance reports as set forth in Technical Exhibits 1 and 8.

TECHNICAL EXHIBIT-7: SERVICE PROVIDER-FURNISHED ITEMS

Except for items listed in paragraph C.3 of the PWS, the SP shall provide all facilities, equipment, materials and services to perform the requirements of this contract.

Technical Exhibit-8: PROJECTED ANNUAL WORKLOAD

ACTIVITY REF	TASK	WORKLOAD INDICATOR	CURRENT ANNUAL	BASE YEAR	REMAINING YEARS
5.1.1.1.1	Process Incoming Sponsor Orders	INCOMING MIPR	337	337	1,348
		INCOMING WORK REQUEST (NC2275)	1,753	1,753	7,012
		INCOMING DIRECT CITE (NC2276)	334	334	1,336
		SPLIT DOCUMENT (NC2276A)	521	521	2,084
		SPECIAL DEPOSITS	55	55	220
5.1.1.2	Process Direct and Indirect Funding Numbers	JOB ORDER NUMBERS/ CUSTOMER ORDER NUMBERS	40,800	40,800	163,200
5.1.1.3	Process Outgoing Funding	OUTGOING MIPR	628	628	2,512
		OUTGOING WORK REQUEST (NC2275)	663	663	2,652
		OUTGOING DIRECT CITE (NC2276)	483	483	1,932
5.1.2.1	Validate Commitments, Obligations, Expenses/Accruals	VALIDATED COMMITMENT RECORD	429	429	1,716
		VALIDATED OBLIGATION RECORD	6,846	6,846	27,384
		VALIDATED EXPENSE RECORD	13,438	13,438	53,752
		VALIDATED ACCRUAL RECORD	3,565	3,565	14,260
		VALIDATED TRAVEL ACCRUAL RECORD	33,000	33,000	132,000
5.1.2.2	Validate "M Status" Requests	VALIDATED "M STATUS" REQUEST	2,400	2,400	9,600
5.1.2.3	Validate "Invoice Prevalidation" Requests	VALIDATED "INVOICE PREVALIDATION" REQUEST	7,748	7,748	30,992

Technical Exhibit-8: PROJECTED ANNUAL WORKLOAD

ACTIVITY REF	TASK	WORKLOAD INDICATOR	CURRENT ANNUAL	BASE YEAR	REMAINING YEARS
5.1.2.4	Validate Liquidations	VALIDATE SERVICE LIQUIDATIONS IN DIFMS AND ILSMS	40,768	40,768	163,072
		CREATE DETAIL CASH RECORD FOR POWERTRAK LIQUIDATION	12	12	48
		CREATE DETAIL CASH RECORD FOR FEDEX/UPS LIQUIDATION	72	72	288
		VALIDATE TRAVEL LIQUIDATIONS	31,296	31,296	125,184
		VALIDATED DD1131	212	212	848
		VALIDATED SF2277	319	319	1,276
5.1.2.5	Validate UMD's (Unmatched Disbursements)	CORRECTED MATERIAL OR SERVICE UMD	13,200	13,200	52,800
		CORRECTED SHIPPING UMD (FEDEX/UPS)	420	420	1,680
		CORRECTED SHIPPING (PCS/HOUSEHOLD GOODS) UMD	120	120	480
		CORRECTED TRAVEL UMD	2,900	2,900	11,600
		VOUCHER FOR TRANSFERS BETWEEN APPROPRIATIONS AND/OR FUNDS, SF1080	240	240	960
5.1.2.6	Validate ICP (Integrated Cash Process) Transactions	VALIDATED ICP TRANSACTION AND EXPENSE CREATED FOR NON-TRAVEL	10,800	10,800	43,200
		VALIDATED ICP TRANSACTION AND EXPENSE CREATED FOR TRAVEL	1,920	1,920	7,680

Technical Exhibit-8: PROJECTED ANNUAL WORKLOAD

ACTIVITY REF	TASK	WORKLOAD INDICATOR	CURRENT ANNUAL	BASE YEAR	REMAINING YEARS
5.1.2.7	Validate Purchase Card Transactions				
		CREATE AND MAINTAIN PURCHASE CARD OBLIGATION	24	24	96
		VALID PURCHASE CARD INVOICE	900	900	3,600
		CERTIFIED PURCHASE CARD INVOICE AND CERTIFICATION SHEET	900	900	3,600
		SUBMISSION OF CERTIFIED PURCHASE CARD INVOICES	900	900	3,600
		VALIDATE PAYMENT OF PURCHASE CARD INVOICES	1,020	1,020	4,080
		BALANCE PURCHASE CARD APPROVING OFFICIAL SUMMARY RECORDS	900	900	3,600
		BALANCE AND CROSS-REFERENCE LIQUIDATIONS TO PURCHASE CARD TRACKING LOG SPREADSHEET	1,680	1,680	6,720
		RELEASE BALANCED PURCHASE CARD CASH TRANSACTIONS	1,680	1,680	6,720
		RECONCILE AND BALANCE UNMATCHED CASH DETAIL TRANSACTIONS	540	540	2,160
		VALIDATE PURCHASE CARD TRANSACTIONS IN DIFMS	24	24	96

Technical Exhibit-8: PROJECTED ANNUAL WORKLOAD

ACTIVITY REF	TASK	WORKLOAD INDICATOR	CURRENT ANNUAL	BASE YEAR	REMAINING YEARS
5.1.3.1	Process/Validate Invoices and Vouchers	CERTIFIED FEDEX/UPS INVOICES	260	260	1,040
		PROCESSED POWERTRACK INVOICE	12	12	48
		DD1131	212	212	848
		PREPARED DD2277	319	319	1,276
		EXPENSED DD2277	319	319	1,276
		'PREVALIDATED' DD2277	319	319	1,276
5.1.3.2	Process Accrual Requests	CERTIFIED COMMERCIAL INVOICE	7,285	7,285	29,140
		SF1080	240	240	960
		EXPENSES PROCESSED	10,800	10,800	43,200
		AUTOMATIC ACCRUALS	40	40	160
5.1.3.3	Process Obligations	PROCESSED REIMBURSABLE FUNDING	1,200	1,200	4,800
		PROCESSED DIRECT CITE FUNDING	600	600	2,400
5.1.4	Delete Transactions and Close-Out Records	DELETED ZERO-BALANCE RECORDS	7,488	7,488	29,952
		CLOSED OUT AND VALIDATED TRAVEL RECORDS	780	780	3,120

Technical Exhibit-8: PROJECTED ANNUAL WORKLOAD

ACTIVITY REF	TASK	WORKLOAD INDICATOR	CURRENT ANNUAL	BASE YEAR	REMAINING YEARS
5.1.5	Maintain Records and Logs	DD1131 INCOMING CHECK LOG	390	390	1,560
		DD1131 INCOMING CHECK SPREADSHEET	390	390	1,560
		DOCUMENTS AND PAPERWORK - FILING	19,200	19,200	76,800
		FUNDING DOCUMENT ACCEPTANCE MAILBOX - MANAGE AND DISTRIBUTE	720	720	2,880
		FUNDING DOCUMENT/INCOMING - MAINTAIN AND DISTRIBUTE FOLDERS	1,616	1,616	6,464
		FUNDING DOCUMENTS - SCAN, COPY AND EMAIL	765	765	3,060
		FUNDING DOCUMENTS/INCOMING DOCUMENT LOG	3,000	3,000	12,000
		FUNDING DOCUMENTS - OUTGOING DOCUMENT LOG ENTRIES	1,774	1,774	7,096
		PURCHASE CARD TRACKING LOG SPREADSHEET	240	240	960
		REQUISITIONS - MANAGE AND DISTRIBUTE MAILBOX	1,528	1,528	6,112
		TRAVEL ICP TRANSACTION SPREADSHEET	12	12	48
		PURGE RECORDS AND DESTROY	4	4	16
5.2.1.1	Provide Funding History	FUNDING BALANCES AND TRANSACTION ACTIVITY	700	700	2,800
		COPY AND FAX INCOMING DOCUMENTS	342	342	1,368
5.2.1.2	Provide Appropriation Information	APPROPRIATION INFORMATION	200	200	800

Technical Exhibit-8: PROJECTED ANNUAL WORKLOAD

ACTIVITY REF	TASK	WORKLOAD INDICATOR	CURRENT ANNUAL	BASE YEAR	REMAINING YEARS
5.2.2.1.1	Process Leave Donor Requests	LEAVE RECIPIENT FORM	156	156	624
		LEAVE DONOR REQUEST FORM (OUTSIDE AGENCY)	48	48	192
		LEAVE DONOR REQUEST FORM (INSIDE AGENCY)	960	960	3,840
		APPROVED RECIPIENT LIST	26	26	104
	Process Advanced/Restored Leave Requests				
5.2.2.1.2		ADVANCED LEAVE REQUEST LETTER	208	208	832
		RESTORED LEAVE REQUESTS	300	300	1,200
5.2.2.1.3	Validate Military, Court and Administrative Leave	VALIDATED MILITARY AND COURT LEAVE FORM	960	960	3,840
		VALIDATED ADMINISTRATIVE LEAVE REPORT	26	26	104
5.2.2.2.1	Process Payroll Adjustments	VALIDATED PAYROLL REQUEST	52	52	208
		TIMECARD CORRECTION	10,724	10,724	42,896
		VERIFY RETROACTIVE ADJUSTMENTS	960	960	3,840
5.2.2.2.2	Process Pay Updates	PROCESS TAX FORM	2,880	2,880	11,520
		PROCESS CHANGE OF ADDRESS	1,200	1,200	4,800
		PROCESS SAVINGS BONDS	480	480	1,920
		PROCESS ALLOTMENT FORMS	2,880	2,880	11,520
		PROCESS CFC FORMS	1,500	1,500	6,000
5.2.2.2.3	Process Requests for Special Pays	REQUEST FOR SPECIAL PAY	24	24	96
		NAVCOMPT FORM 2095	24	24	96

Technical Exhibit-8: PROJECTED ANNUAL WORKLOAD

ACTIVITY REF	TASK	WORKLOAD INDICATOR	CURRENT ANNUAL	BASE YEAR	REMAINING YEARS
5.2.2.2.4	Process Payroll Reports	VALIDATE MISSING T&A REPORT	52	52	208
		VALIDATE INVALID TRANSACTION REPORT	52	52	208
		VALIDATE CONVERSION OF HOURS REPORT	26	26	104
		VALIDATE RETRO INVALID TRANSACTION REPORT	26	26	104
5.2.2.2.5	Request CAR (Charleston Action Request) Resolutions	CAR AND REMEDY RESOLUTIONS	480	480	1,920
5.2.2.2.6	Process Time and Attendance	TIMECARD ENTIRES	1,300	1,300	5,200
		WORK SCHEDULE CHANGES	1,040	1,040	4,160
		INDIVIDUAL TIMECARD ENTRY	1,560	1,560	6,240
5.2.2.3	Process Payroll Customer Request	VERIFICATION OF EMPLOYEMENT REQUEST FORM	520	520	2,080
		WAGE AND SEPARATION FORM	24	24	96
		PROCESS NEW EMPLOYEES	600	600	2,400
5.2.3.1	Process Travel Orders	TDY DD 1610 And DD 1351	14,028	14,028	56,112
		DD 1614	1,000	1,000	4,000
		NAVPERs 1320/16	3,600	3,600	14,400
		NAVSO 4650/10	700	700	2,800
		TRAVEL ORDER CANCELLATIONS	200	200	800

Technical Exhibit-8: PROJECTED ANNUAL WORKLOAD

ACTIVITY REF	TASK	WORKLOAD INDICATOR	CURRENT ANNUAL	BASE YEAR	REMAINING YEARS
5.2.3.1.1	Analyze and Prepare Cost Analysis for External Assignments	TDY ORDERS <6 MONTHS	20	20	80
		COST ANALYSIS SPREADSHEET	36	36	144
		EXTERNAL ASSIGNMENT INQUIRIES	208	208	832
		CASH ADVANCES	50	50	200
		TRAVEL CLAIM	19,934	19,934	79,736
		VALID DD 1164	18,000	18,000	72,000
		INVALID DD 1164	3,600	3,600	14,400
5.2.3.1.2	Initiate Cash Advances	TRAVEL DISCREPANCY RESOLUTIONS	720	720	2,880
		ELECTRONIC FUNDS TRANSFER FORM	500	500	2,000
		TRAVEL CARD FORM	1,200	1,200	4,800
5.2.3.2.1	Establish Electronic Funds Transfer Process Government Travel Credit Card Application	IDENTIFIED TRAVEL CARD DELINQUENCY REPORT TRANSACTIONS	1,800	1,800	7,200
		VALIDATED TRAVEL CARD DELINQUENCY REPORT TRANSACTIONS	192	192	768
		EMPLOYEE/SUPERVISOR NOTICE OF TRAVEL CARD DELINQUENCY EMAIL NOTIFICATION	192	192	768
5.2.3.3	Process Government Travel Credit Card Application	DEPARTMENT HEAD SUMMARY NOTICE OF TRAVEL CARD DELINQUENCY EMAIL NOTIFICATION	60	60	240
		MONTHLY TRAVEL CARD DELINQUENCY SPREADSHEET	12	12	48

Technical Exhibit-8: PROJECTED ANNUAL WORKLOAD

ACTIVITY REF	TASK	WORKLOAD INDICATOR	CURRENT ANNUAL	BASE YEAR	REMAINING YEARS
5.2.3.4	Process Centrally Billed Reconciliation Report	CENTRALLY BILLED RECONCILIATION REPORT	12	12	48
		FORM C11A0300 DISPUTE/BILLING INQUIRY FORM	12	12	48
		DISPUTE/BILLING INQUIRY REQUEST	36	36	144
5.2.4.1	Provide Accounting Historical Data	PAYROLL HISTORICAL DATA	12	12	48
		ACCOUNTING HISTORICAL DATA	600	600	2,400
5.2.4.2	Process Financial Transaction Adjustments	TRAVEL SPLIT BATCHES	24	24	96
		GSA ADJUSTMENTS MATCHED	900	900	3,600
		GSA ADJUSTMENTS UNMATCHED	3,600	3,600	14,400
		ACCOUNTING SPLIT BATCHES	300	300	1,200
		MILSTRIP ADJUSTMENTS MATCHED	600	600	2,400
		MILSTRIP ADJUSTMENTS UNMATCHED	1,200	1,200	4,800
		COMMERCIAL AGED UNMATCHED	3,600	3,600	14,400
		VALIDATE SUSPENSE TRANSACTIONS/NON-DIRECT CITE	1,300	1,300	5,200
		VALIDATE SUSPENSE TRANSACTIONS/DIRECT CITE	1,040	1,040	4,160

Technical Exhibit-8: PROJECTED ANNUAL WORKLOAD

ACTIVITY REF	TASK	WORKLOAD INDICATOR	CURRENT ANNUAL	BASE YEAR	REMAINING YEARS
5.2.5	Provide Mail Services	INCOMING INTERNAL MAIL	1,200	1,200	4,800
		INCOMING EXTERNAL MAIL	3,120	3,120	12,480
		INCOMING MISDIRECTED MAIL	240	240	960
		OUTGOING MAIL	600	600	2,400
		PROVIDE COURIER SERVICE RUN	240	240	960
		PROVIDE INCOMING COURIER SERVICE RUN DISTRIBUTION/SHIPPING	780	780	3,120
		PROVIDE INCOMING COURIER SERVICE RUN DISTRIBUTION/TRAVEL	1,300	1,300	5,200
		INTERNAL MISDIRECTED MAIL	1,200	1,200	4,800
		PREPARE SHIPPING DOCUMENTS	720	720	2,880
		PREPARE AND MAIL INCOMING AND OUTGOING FUNDING	4,800	4,800	19,200
5.2.6	Maintain Copiers/Facsimiles/Printers	PLACE TROUBLE CALL FOR COPIERS	5	5	20
		PLACE TROUBLE CALL FOR FACSIMILES	2	2	8
		MAINTAINING IN 'READY' CONDITION	2,340	2,340	9,360
		PLACE TROUBLE CALL FOR PRINTERS	2	2	8
5.2.7	Supplies Inventory Review	INVENTORY ACCOUNTING SUPPLIES	24	24	96
		SUBMIT REQUEST FOR ACCOUNTING SUPPLIES	24	24	96
		DISTRIBUTE ACCOUNTING SUPPLIES	24	24	96
		SUBMIT REQUEST FOR BUDGET SUPPLIES	12	12	48

Technical Exhibit-8: PROJECTED ANNUAL WORKLOAD

ACTIVITY REF	TASK	WORKLOAD INDICATOR	CURRENT ANNUAL	BASE YEAR	REMAINING YEARS
5.3.1	Establish and Maintain New Accounts/Records	NEW ACCOUNT	3	3	12
		MAINTAIN ACCOUNT	102	102	408
5.3.2	Create Financial System Schedules	FINANCIAL SYSTEM SCHEDULE	52	52	208
		MONTHLY CALENDAR SPREADSHEET	12	12	48
5.3.3	Maintain Financial System Security	USER SCREEN UPDATE ACCESS SPREADSHEET	10	10	40
5.3.4	Maintain System Documentation	SYSTEM DOCUMENTATION LIBRARY	2	2	8
5.3.5	Maintain System/User Reports	SYSTEM/USER REPORTS	12	12	48
5.3.6	Implement System Program Updates/Enhancements	SYSTEM PROGRAM UPDATES/ENHANCEMENTS	52	52	208
5.3.7	Identify/Quantify System Problems	SYSTEM PROBLEM LOG	24	24	96
		RESOLUTION OF ROUTINE SYSTEM PROBLEMS	104	104	416
		RESOLUTION OF NON-ROUTINE SYSTEM PROBLEMS	24	24	96
5.4.1.1	Provide Information for Investigations	PAYROLL INFORMATION	104	104	416
		TRAVEL CARD INFORMATION	36	36	144
		PURCHASE CARD INFORMATION	2	2	8
		ACCOUNTING INFORMATION	2	2	8

Technical Exhibit-8: PROJECTED ANNUAL WORKLOAD

ACTIVITY REF	TASK	WORKLOAD INDICATOR	CURRENT ANNUAL	BASE YEAR	REMAINING YEARS
Provide Financial Information and Command Support					
5.4.1.2		FINANCIAL INFORMATION FOR COMMAND SUPPORT	4	4	16
Prepare Accounting Reports					
5.4.2.1		ACCRUAL RECOMMENDATION REPORT	3	3	12
		ACCRUALS OUTSTANDING VALIDATION REPORT	2	2	8
		ACCRUAL TRACKING REPORT	3	3	12
		AD-HOC REPORTS	984	984	3,936
		ICP (INTEGRATED CASH PROCESS) REPORT	26	26	104
		LIQUIDATIONS REPORT	104	104	416
		LIQUIDATIONS STATUS REPORT	104	104	416
		M STATUS" REPORT (IDA 128 AND IDA 129) CHARLESTON	12	12	48
		M STATUS" REPORT (IDA 128 AND IDA 129) WASHINGTON	12	12	48
		M STATUS" REPORT (IDA 128 AND IDA 129) UPDATES	52	52	208
		MATERIAL IN TRANSIT REPORT	12	12	48
		MATERIAL BILLS AGED UNMATCHED REPORT - COMMERCIAL	12	12	48
		MATERIAL BILLS AGED MISMATCHED REPORT - COMMERCIAL	12	12	48

Technical Exhibit-8: PROJECTED ANNUAL WORKLOAD

ACTIVITY REF	TASK	WORKLOAD INDICATOR	CURRENT ANNUAL	BASE YEAR	REMAINING YEARS
		MATERIAL BILLS AGED UNMATCHED REPORT - GSA	12	12	48
		MATERIAL BILLS AGED MISMATCHED REPORT - GSA	12	12	48
		MATERIAL BILLS AGED UNMATCHED REPORT - MILSTRIP	12	12	48
		MATERIAL BILLS AGED MISMATCHED REPORT - MILSTRIP	12	12	48
		OUTSTANDING COMMITMENT VALIDATION REPORT/MATERIAL	3	3	12
		OUTSTANDING COMMITMENT VALIDATION REPORT/SERVICES	3	3	12
		OUTSTANDING OBLIGATION VALIDATION REPORT/MATERIAL	3	3	12
		OUTSTANDING OBLIGATION VALIDATION REPORT/SERVICES	3	3	12
		OUTSTANDING ACCOUNTS PAYABLE VALIDATION REPORT/MATERIAL	2	2	8
		OUTSTANDING ACCOUNTS PAYABLE VALIDATION REPORT/SERVICES	2	2	8
		PREVALIDATION OF INVOICES AND TRANSPORTATION REQUESTS REPORT	240	240	960
		PURCHASE CARD CASH DETAIL REPORT	24	24	96
		PURCHASE CARD LIQUIDATION REPORT	12	12	48
		PURCHASE CARD TRACKING LOG REPORT	12	12	48

Technical Exhibit-8: PROJECTED ANNUAL WORKLOAD

ACTIVITY REF	TASK	WORKLOAD INDICATOR	CURRENT ANNUAL	BASE YEAR	REMAINING YEARS
5.4.2.2	Retrieve Payroll Reports	SUSPENSE/MATERIAL REPORT	104	104	416
		SUSPENSE/SERVICES/DIRECT CITE REPORT	52	52	208
		SUSPENSE/SERVICES/NON-DIRECT CITE REPORT	52	52	208
		UNALLOCATED CASH/WEEKLY REPORT	52	52	208
		UNALLOCATED CASH/MONTHLY REPORT	12	12	48
		UMD MONTHLY STATUS REPORT	12	12	48
		ZERO-BALANCE RECORDS STATUS REPORT	6	6	24
		MISSING T&A REPORT	52	52	208
		INVALID TRANSACTION REPORT	52	52	208
		CONVERSION OF HOURS REPORT	26	26	104
5.4.3.1	Provide Input, Technical Knowledge and Test, Evaluate, Maintain and Update Standard Operating Procedures (SOP)	RETRO INVALID TRANSACTION REPORT	26	26	104
		ACCOUNTING SOP'S	12	12	48
5.4.3.2	Provide Training/Assistance to Customers	ILSMIS SYSTEM PROCEDURES	72	72	288
		DIFMS SYSTEM PROCEDURES	52	52	208
		STARS TRAINING	72	72	288
		DOCUANALYZER PROCEDURES SHIPPING PROCEDURES	72 60	72 60	288 240

Technical Exhibit-8: PROJECTED ANNUAL WORKLOAD

ACTIVITY REF	TASK	WORKLOAD INDICATOR	CURRENT ANNUAL	BASE YEAR	REMAINING YEARS
	CASH PROCEDURES		240	240	960
	SUSPENSE PROCEDURES		60	60	240
	ACCRUAL PROCEDURES		20	20	80
	VALIDATION OF COMMITMENTS, OBLIGATIONS, EXPENSES		120	120	480
	"M STATUS" PROCEDURES		260	260	1,040
	"INVOICE AND TRANSPORTATION PREVALIDATION" REQUESTS PROCEDURES		12	12	48
	LIQUIDATION PROCEDURES		12	12	48
	PURCHASE CARD PROCEDURES		252	252	1,008
	INVOICE PROCEDURES		260	260	1,040
	UNMATCHED BILLS PROCEDURES		156	156	624
	OUTGOING TRANSFER PROCEDURES		240	240	960
	INCOMING FUNDING PROCEDURES		120	120	480
	TRAVEL ORDER/CLAIM PROCEDURES		720	720	2,880
	TIMEKEEPER PROCEDURES		480	480	1,920
	TRAVEL TRANSFER/PCS AND R.I.T.A PROCEDURES		52	52	208
	TRAVEL VOUCHER PROCEDURES		240	240	960
	UNMATCHED BILLS PROCEDURES		156	156	624
	VALIDATION OF COMMITMENTS, OBLIGATIONS, EXPENSES		120	120	480

Technical Exhibit-8: PROJECTED ANNUAL WORKLOAD

ACTIVITY REF	TASK	WORKLOAD INDICATOR	CURRENT ANNUAL	BASE YEAR	REMAINING YEARS
5.4.4	Perform Liaison Services/Plan, Organize and Maintain Workload Assignments	TRAVEL TROUBLE CALLS/LIAISON WITH CTS	36	36	144
		ACCOUNTING TROUBLE CALLS/LIAISON WITH DIFMS	48	48	192
		ACCOUNTING TROUBLE CALLS/LIAISON WITH ILSMIS	144	144	576

TECHNICAL EXHIBIT-9: APPLICABLE DOCUMENTS

NOTE: Website addresses are not all-inclusive, nor the only source of the document.

Coded as Mandatory (M) or Advisory (A) and includes any www address known.

- M Department of Defense Financial Management Regulation DoD 7000.14-R (DODFMR)
<http://www.dtic.mil/comptroller/fmr/>
- M NAVCOMPT Manual
- M Navy and Marine Corps Records Disposition Manual, SECNAVINST 5212.5D (22 April 98)
<http://neds.nebt.daps.mil/dispman.htm>
- M The Privacy Act of 1974 (Public Law 93-579), 5 U.S.C. 552a
<http://www.usdoj.gov/foia/privstat.htm>
- M Disposal of Records (44 U.S.C. Chapter 33)
<http://www4.law.cornell.edu/uscode/44/ch33.html>
- M DOD Travel Regulations (updated 16 October 2002)
<http://www.dtic.mil/perdiem/trvlregs.html>
- A Navy Driver's Handbook (NAVFAC MO-403)
http://www.efdlant.navfac.navy.mil/lantops_16/temc/References/mo_403.pdf
- M Federal Acquisition Regulations (FAR)
<http://www.acqnet.gov/far/current/pdf/FAR.book.pdf>
- M DOD Directive 5220.22, DoD Industrial Security Program
- M SECNAVINST 5510.36, Security Classification Guides
- M SECNAVINST 5239.3, Department of the Navy Information Systems Security (INFOSEC) Program
- A Concept of Operations, NSWC Dahlgren Division/DL and Charleston OPLOC (30 May 1996)
- A Collective Bargaining Agreement between The American Federation of Government Employees, Local 2096 and The Naval Surface Warfare Center, Dahlgren Division, Dahlgren, Virginia
- A NAVSWCINST 12600.1C, Civilian Timekeeping Leave and Pay Manual

STANDARD FORM 98 Rev. Feb. 1973 U.S. DEPARTMENT OF LABOR EMPLOYMENT STANDARDS ADMINISTRATION	NOTICE OF INTENTION TO MAKE A SERVICE CONTRACT AND RESPONSE TO NOTICE <i>(See Instructions on Reverse)</i>	1. NOTICE NO.
---	---	---------------

MAIL TO: <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> Administrator Wage and Hour Division U.S. Department of Labor Washington, D.C. 20210 </div>	2. Estimated solicitation date <i>(use numerals)</i> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Month</td> <td style="width: 33%;">Day</td> <td style="width: 33%;">Year</td> </tr> <tr> <td style="text-align: center;">08</td> <td style="text-align: center;">25</td> <td style="text-align: center;">2003</td> </tr> </table> 3. Estimated date bids or proposals to be opened or negotiations begun <i>(use numerals)</i> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Month</td> <td style="width: 33%;">Day</td> <td style="width: 33%;">Year</td> </tr> <tr> <td style="text-align: center;">10</td> <td style="text-align: center;">15</td> <td style="text-align: center;">2003</td> </tr> </table> 4. Date contract performance to begin <i>(use numerals)</i> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Month</td> <td style="width: 33%;">Day</td> <td style="width: 33%;">Year</td> </tr> <tr> <td style="text-align: center;">04</td> <td style="text-align: center;">01</td> <td style="text-align: center;">2004</td> </tr> </table>	Month	Day	Year	08	25	2003	Month	Day	Year	10	15	2003	Month	Day	Year	04	01	2004
Month	Day	Year																	
08	25	2003																	
Month	Day	Year																	
10	15	2003																	
Month	Day	Year																	
04	01	2004																	

5. PLACE(S) OF PERFORMANCE Dahlgren, Virginia (King George County)	6. SERVICES TO BE PERFORMED <i>(describe)</i> Naval Surface Warfare Center, Dahlgren Division Budget and Accounting Support
---	---

7. INFORMATION ABOUT PERFORMANCE		
A. <input type="checkbox"/> Services now performed by a contractor	B. <input checked="" type="checkbox"/> Services now performed by Federal employees	C. <input type="checkbox"/> Services not presently being performed
8. IF BOX A IN ITEM 7 IS MARKED, COMPLETE ITEM 8 AS APPLICABLE		
a. Name and address of incumbent contractor <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	b. Number(s) of any wage determination(s) in incumbent's contract <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	
c. Name(s) of union(s) if services are being performed under collective bargaining agreement(s). <i>Important: Attach copies of current applicable collective bargaining agreements</i> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>		RESPONSE TO NOTICE <i>(by Department of Labor)</i> A. <input checked="" type="checkbox"/> The attached wage determination(s) listed below apply to procurement. <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> 94-2103 REV (30) dated 06/03/2003 </div> B. <input type="checkbox"/> As of this date, no wage determination applicable to the specified locality and classes of employees is in effect. C. <input type="checkbox"/> From information supplied, the Service Contract Act does not apply <i>(see attached explanation)</i> . D. <input type="checkbox"/> Notice returned for additional information <i>(see attached explanation)</i> .

9. OFFICIAL SUBMITTING NOTICE	
SIGNED: <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> </div> TYPE OR PRINT NAME K.B. HALL Contracting Officer	DATE <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> 8/15/03 </div> TELEPHONE NO. <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> (540)653-7942 </div>
10. TYPE OR PRINT NAME AND TITLE OF PERSON TO WHOM RESPONSE IS TO BE SENT AND NAME AND ADDRESS OF DEPARTMENT OR AGENCY, BUREAU, DIVISION, ETC. <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> Contracting Officer, Dahlgren Division Naval Surface Warfare Center Attn: XDS128 17320 Dahlgren Road Dahlgren, VA 22448-5100 (540) 653-7942 </div>	

GENERAL EXPLANATION

The amended Service Contract Act requires the Secretary of Labor to issue wage determinations applicable to employees engaged in the performance of service contracts in excess of \$2,500. Standard Form 98, Notice of Intention to Make a Service Contract, with Attachment A, provides an orderly procedure for a contracting agency to request such a wage determination and for the Department of Labor to respond. Any questions as to whether a notice is required in a particular procurement situation should be resolved by reference to Title 29, Part 4, Code of Federal Regulations, or by submission of the question to the Department of Federal Regulations, or by submission of the question to the Department of Labor.

Under normal circumstances the Department of Labor will respond to a notice within 30 days of receipt. If there is urgent need for more expeditious handling, this should be explained when the notice is submitted. In the event the necessary response is not received by the contracting agency on a timely basis, the Department of Labor should be contacted.

In any case where section 4(c) of the Act requires adherence to compensation provisions of a collective bargaining agreement applicable under a predecessor contract and the agency desires to request a hearing on the issue of substantial variance between the wages and fringe benefits provided under such agreement and those prevailing in the locality, the request should be submitted with the notice of intent, in accordance with the provisions of 29 CFR 4.10, and sufficiently far in advance of the need for the wage determination to allow time for appropriate action as provided in that section of the regulations.

The notice is divided along functional lines: (1) that part which must be completed by the contracting agency, Items 2 through 10 of the basic form and Items 11 through 14 of the attachment; and (2) the Response to Notice to be completed by the Department of Labor. The basic form and its attachment are provided in quadruplicate sets with carbon inserts. The original and two copies of the basic form and of each set of attachments used (with snap-out carbons removed and the forms fastened together) are to be sent to the address preprinted on the basic form. One copy of the basic form and one copy of the attachment are to be retained by the agency.

INSTRUCTIONS--AGENCY PORTION OF NOTICE

Entries on Basic Form

Item 1--This number is preprinted on the basic form for identification and control purposes. Refer to this number when contacting the Department of Labor about the notice.

Item 2--Enter the estimated solicitation date.

Item 3--Enter the date the bids or proposals are expected to be opened or the negotiations started.

Item 4--Enter the date contract performance is expected to begin.

Item 5--The entry as to place of performance depends on a variety of factors. If the place of performance is fixed, as with a contract for janitorial services at a particular installation, enter the appropriate city, county and State. If performance is to be at several known places, attach a list. If the contract is for transportation services between points, enter the city, county and State of origin and of destination. If the place of performance may be anywhere, depending on who is awarded the contract (as, for example, certain laundry contracts), enter "unknown." If necessary for clarity, attach a brief explanation of the entry in Item 5.

Item 6--Describe the services to be performed in such a manner that it will be clear what type or types of services are called for by the contract. In many instances simple entries will suffice: "Janitorial services at Headquarters Building, Fort Sill." "Food service and kitchen police service at Enlisted Mess, Camp A. P. Hill," "Laundry and drycleaning services for Base Hospital, Eglin AFB," "Garbage collection at Ft. Hood." Unusual types of services must be described in more detail.

Item 7--Mark the appropriate box.

Item 8--It is very important under the amended Service Contract Act that appropriate entries be made in Item 8 if Box A of Item 7 has been marked.

- Enter the name and address of the incumbent contractor.
- Enter the number(s) of any wage determination(s) made part of the incumbent's contract. For example: 71-69 (Rev. 3) and 69-43 (Rev. 4).
- Enter the name(s) of union(s) if any of the services are being performed by the incumbent contractor under collective bargaining agreement(s). If an entry is required in c., a copy of all current applicable collective bargaining agreements must be furnished with the notice. The notice will be returned without action by the Department of Labor if this is not done.

Item 9--It is often necessary for the Department of Labor to get in touch with the contracting official who submitted the notice in order to clarify particular points and expedite a response. The name of this official should be printed or typed in the space provided and he should sign his name above. The telephone number, including area code, should be entered. Enter the date the notice is submitted.

Item 10--Print or type this entry in the space provided within the brackets. This is used by the Department of Labor to identify the contracting agency and for mailing purposes.

ENTRIES ON ATTACHMENT A

Item 11--Enter the notice number found in Item 1 of the basic form.

Item 12--Enter the classes of service employees to be employed in performing the contract. A simple entry may suffice: "Janitor," "Window cleaner," "Automotive mechanic," "Guard," "Stenographer," "Typist," "Warehouseman," "File clerk." Where more complex jobs are involved, it will expedite handling to use a few lines below the entry for a class to describe briefly what the employee will do--a sort of capsule job description. The entries in Item 12 are crucial as they enable the Department of Labor to "match" the job to be performed against existing wage determinations or available wage payment data.

Item 13--Enter the number of employees to be employed in each class listed in Item 12--Do not omit this figure even though it may be necessary to use a rough estimate.

Item 14--The amended Service Contract Act (section 2(a) (5)) requires the contracting agency to include in the contract; "A statement of the rates that would be paid by the Federal agency to the various classes of service employees if section 5341 of Title 5, United States Code, were applicable to them." The Secretary of Labor is required to give "due consideration" to such rates in making wage and fringe benefit determinations.

For purposes of the entries in Item 14, assume that each class of employees listed in Item 12 is to be Federally employed; that is, to be employed directly as "wage board" or "blue collar" employees by the contracting agency and who, if so employed, would receive wages as provided in 5 United States Code 5341. Enter the hourly wage rate that each such listed class would be paid. The agency's personnel office may be of help in determining the appropriate hourly rate entries.

While the "statement" made part of the contract must include both the hourly wage rates and fringe benefits that would be paid to the various classes, it is not necessary to furnish fringe benefit information as part of the notice. In giving "due consideration" to the fringe benefits that would be paid, the Department of Labor will consult the formula previously made available to all contracting agencies for use in preparing the "statement" required to be made part of the contract.

INSTRUCTIONS--RESPONSE PORTION OF NOTICE

(Completed by Department of Labor)

The original copy of the basic form and the original copy of the attachment will be returned to the contracting agency with appropriate entries by the Department of Labor in that portion of the basic form reserved for Response to Notice.

- If this box is marked, the wage determination(s) applicable will be listed by number and attached. The wage rates and fringe benefits reflected in the attached wage determination(s) are applicable to the procurement and must be made part of the contract. (If wage rates and fringe benefits are not provided in the wage determination(s) for particular classes of service employees to be employed on the contract, conforming action must be taken as provided in Title 29, Part 4, section 4.6(b) (2), Code of Federal Regulations.)
- If this box is marked, no wage determination applicable to the specified locality and classes of employees is in effect. However, successor contractors may not pay less than the collectively bargained wage rates and fringe benefits, including any prospective increases, applicable to employees of the predecessor contractor except where, upon a hearing, it is found that such wage rates and fringe benefits are substantially at variance with those that prevail in the locality. In no case may an employee be paid less than the minimum wage under section 6(a) (1) of the Fair Labor Standards Act.
- From time to time the Department of Labor receives a notice with respect to a proposed contract which, on the basis of the information supplied by the contracting agency, is not subject to the Service Contract Act. If box C is marked, an explanation will be attached.
- This box will be marked if the notice must be returned for additional information. An explanation will be attached so that the contracting agency will know what action to take.

ADDITIONAL WAGE DATA

The Department of Labor welcomes any wage rate and fringe benefits data the contracting agency may submit in connection with a notice, as well as any explanatory information that will assist in understanding the proposed procurement.

to continue

Service Contract Act Wage Determinations Database

Att: All Users

NOTICE: Use of this Program to obtain SCA Wage Determinations for official use in actual contracts or solicitation is PROHIBITED until the user activity receives WDOL Program Training certification. Contact your DoD Agency Labor Advisor to obtain required training.

CAUTION: For each locality, there are SCA WDs published with different health and welfare (H&W) fringe benefit levels. Obtain the appropriate H&W level for each contract action. Reference the "WDOL Users Guide - September, 1997" for guidance."

REMINDERS:

1. Was there a collective bargaining agreement in the preceding contract period? If so, do not use this Program to obtain WDs for the following contract period.
2. Have you verified the county and state where the work will be performed?
3. Users **must submit an SF98/98a** to the Department of Labor on or before issuance of the solicitation or modification to a contract using the WD obtained from this Program

ASSISTANCE: If you have any questions pertaining to the proper application of contract labor standards or wage determinations, contact your DoD Agency Labor Advisor.
to continue


WAGE DETERMINATION NO: 94-2103 REV (30) AREA: DC,DISTRICT-WIDE

WAGE DETERMINATION NO: 94-2103 REV (30) AREA: DC,DISTRICT-WIDE

REGISTER OF WAGE DETERMINATIONS UNDER | U.S. DEPARTMENT OF LABOR

FOR OFFICIAL USE ONLY BY FEDERAL AGENCIES PARTICIPATING IN MOU WITH DOL

WASHINGTON D.C. 20210

William W.Gross	Division of	Wage Determination No.: 1994-2103
Director	Wage Determinations	Revision No.: 30
		Date Of Last Revision: 06/03/2003

 States: District of Columbia, Maryland, **Virginia**

Area: District of Columbia Statewide

 Maryland Counties of Calvert, Charles, Frederick, Montgomery, Prince **George's**, St Mary's

Virginia Counties of Alexandria, Arlington, Fairfax, Falls Church, Fauquier, **King George**, Loudoun, Prince William, Stafford

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	MINIMUM WAGE RATE
01000 - Administrative Support and Clerical Occupations	
01011 - Accounting Clerk I	11.18
01012 - Accounting Clerk II	12.74
01013 - Accounting Clerk III	14.30
01014 - Accounting Clerk IV	16.37
01030 - Court Reporter	16.43
01050 - Dispatcher, Motor Vehicle	16.09
01060 - Document Preparation Clerk	12.42
01070 - Messenger (Courier)	10.23
01090 - Duplicating Machine Operator	12.42
01110 - Film/Tape Librarian	14.65
01115 - General Clerk I	11.68
01116 - General Clerk II	13.72
01117 - General Clerk III	15.32
01118 - General Clerk IV	18.74
01120 - Housing Referral Assistant	19.04
01131 - Key Entry Operator I	10.80
01132 - Key Entry Operator II	12.07
01191 - Order Clerk I	14.74
01192 - Order Clerk II	16.29
01261 - Personnel Assistant (Employment) I	13.05
01262 - Personnel Assistant (Employment) II	14.24
01263 - Personnel Assistant (Employment) III	16.42
01264 - Personnel Assistant (Employment) IV	19.60
01270 - Production Control Clerk	17.28
01290 - Rental Clerk	15.42
01300 - Scheduler, Maintenance	15.26
01311 - Secretary I	15.26
01312 - Secretary II	16.56
01313 - Secretary III	19.04
01314 - Secretary IV	20.15
01315 - Secretary V	23.47

01320 - Service Order Dispatcher	15.44
01341 - Stenographer I	14.68
01342 - Stenographer II	16.47
01400 - Supply Technician	20.15
01420 - Survey Worker (Interviewer)	14.94
01460 - Switchboard Operator-Receptionist	10.96
01510 - Test Examiner	16.56
01520 - Test Proctor	16.56
01531 - Travel Clerk I	11.63
01532 - Travel Clerk II	12.49
01533 - Travel Clerk III	13.41
01611 - Word Processor I	11.80
01612 - Word Processor II	14.22
01613 - Word Processor III	16.65
03000 - Automatic Data Processing Occupations	
03010 - Computer Data Librarian	12.86
03041 - Computer Operator I	14.30
03042 - Computer Operator II	15.82
03043 - Computer Operator III	18.60
03044 - Computer Operator IV	20.44
03045 - Computer Operator V	22.94
03071 - Computer Programmer I (1)	19.64
03072 - Computer Programmer II (1)	23.05
03073 - Computer Programmer III (1)	26.99
03074 - Computer Programmer IV (1)	27.62
03101 - Computer Systems Analyst I (1)	27.62
03102 - Computer Systems Analyst II (1)	27.62
03103 - Computer Systems Analyst III (1)	27.62
03160 - Peripheral Equipment Operator	14.30
05000 - Automotive Service Occupations	
05005 - Automotive Body Repairer, Fiberglass	22.73
05010 - Automotive Glass Installer	17.88
05040 - Automotive Worker	17.88
05070 - Electrician, Automotive	18.95
05100 - Mobile Equipment Servicer	15.69
05130 - Motor Equipment Metal Mechanic	19.98
05160 - Motor Equipment Metal Worker	17.88
05190 - Motor Vehicle Mechanic	20.07
05220 - Motor Vehicle Mechanic Helper	16.81
05250 - Motor Vehicle Upholstery Worker	17.88
05280 - Motor Vehicle Wrecker	17.88
05310 - Painter, Automotive	18.95
05340 - Radiator Repair Specialist	17.88
05370 - Tire Repairer	14.43
05400 - Transmission Repair Specialist	19.98
07000 - Food Preparation and Service Occupations	
(not set) - Food Service Worker	9.01
07010 - Baker	11.87
07041 - Cook I	10.93
07042 - Cook II	12.46
07070 - Dishwasher	9.22
07130 - Meat Cutter	16.07
07250 - Waiter/Waitress	8.59
09000 - Furniture Maintenance and Repair Occupations	
09010 - Electrostatic Spray Painter	18.05
09040 - Furniture Handler	12.55
09070 - Furniture Refinisher	18.05
09100 - Furniture Refinisher Helper	13.85
09110 - Furniture Repairer, Minor	16.01
09130 - Upholsterer	18.05

11030 - General Services and Support Occupations	
11030 - Cleaner, Vehicles	9.67
11060 - Elevator Operator	9.79
11090 - Gardener	12.98
11121 - House Keeping Aid I	9.13
11122 - House Keeping Aid II	9.39
11150 - Janitor	10.12
11210 - Laborer, Grounds Maintenance	10.75
11240 - Maid or Houseman	9.28
11270 - Pest Controller	12.44
11300 - Refuse Collector	10.88
11330 - Tractor Operator	12.73
11360 - Window Cleaner	10.51
12000 - Health Occupations	
12020 - Dental Assistant	15.80
12040 - Emergency Medical Technician (EMT)/Paramedic/Ambulance Driver	13.08
12071 - Licensed Practical Nurse I	14.63
12072 - Licensed Practical Nurse II	16.42
12073 - Licensed Practical Nurse III	18.38
12100 - Medical Assistant	12.94
12130 - Medical Laboratory Technician	15.32
12160 - Medical Record Clerk	13.60
12190 - Medical Record Technician	14.97
12221 - Nursing Assistant I	8.46
12222 - Nursing Assistant II	9.52
12223 - Nursing Assistant III	11.94
12224 - Nursing Assistant IV	13.40
12250 - Pharmacy Technician	11.84
12280 - Phlebotomist	11.21
12311 - Registered Nurse I	24.00
12312 - Registered Nurse II	26.70
12313 - Registered Nurse II, Specialist	26.70
12314 - Registered Nurse III	34.48
12315 - Registered Nurse III, Anesthetist	34.48
12316 - Registered Nurse IV	41.33
13000 - Information and Arts Occupations	
13002 - Audiovisual Librarian	18.95
13011 - Exhibits Specialist I	17.98
13012 - Exhibits Specialist II	22.48
13013 - Exhibits Specialist III	27.29
13041 - Illustrator I	18.73
13042 - Illustrator II	23.42
13043 - Illustrator III	28.82
13047 - Librarian	22.33
13050 - Library Technician	16.28
13071 - Photographer I	13.93
13072 - Photographer II	15.64
13073 - Photographer III	19.56
13074 - Photographer IV	24.08
13075 - Photographer V	26.50
15000 - Laundry, Dry Cleaning, Pressing and Related Occupations	
15010 - Assembler	8.71
15030 - Counter Attendant	8.71
15040 - Dry Cleaner	9.94
15070 - Finisher, Flatwork, Machine	8.71
15090 - Presser, Hand	8.71
15100 - Presser, Machine, Drycleaning	8.71
15130 - Presser, Machine, Shirts	8.71
15160 - Presser, Machine, Wearing Apparel, Laundry	8.71
15190 - Sewing Machine Operator	10.67

15220 - Tailor	12.43
15250 - Washer, Machine	9.31
19000 - Machine Tool Operation and Repair Occupations	
19010 - Machine-Tool Operator (Toolroom)	18.95
19040 - Tool and Die Maker	23.05
21000 - Material Handling and Packing Occupations	
21010 - Fuel Distribution System Operator	19.38
21020 - Material Coordinator	17.12
21030 - Material Expediter	17.12
21040 - Material Handling Laborer	11.50
21050 - Order Filler	13.21
21071 - Forklift Operator	14.58
21080 - Production Line Worker (Food Processing)	14.08
21100 - Shipping/Receiving Clerk	13.09
21130 - Shipping Packer	13.02
21140 - Store Worker I	9.06
21150 - Stock Clerk (Shelf Stocker; Store Worker II)	13.01
21210 - Tools and Parts Attendant	16.99
21400 - Warehouse Specialist	15.76
23000 - Mechanics and Maintenance and Repair Occupations	
23010 - Aircraft Mechanic	22.24
23040 - Aircraft Mechanic Helper	14.71
23050 - Aircraft Quality Control Inspector	23.43
23060 - Aircraft Servicer	17.82
23070 - Aircraft Worker	18.09
23100 - Appliance Mechanic	18.95
23120 - Bicycle Repairer	14.43
23125 - Cable Splicer	22.51
23130 - Carpenter, Maintenance	18.95
23140 - Carpet Layer	17.61
23160 - Electrician, Maintenance	22.59
23181 - Electronics Technician, Maintenance I	16.88
23182 - Electronics Technician, Maintenance II	21.92
23183 - Electronics Technician, Maintenance III	23.87
23260 - Fabric Worker	16.55
23290 - Fire Alarm System Mechanic	19.98
23310 - Fire Extinguisher Repairer	15.69
23340 - Fuel Distribution System Mechanic	20.93
23370 - General Maintenance Worker	17.28
23400 - Heating, Refrigeration and Air Conditioning Mechanic	19.25
23430 - Heavy Equipment Mechanic	19.98
23440 - Heavy Equipment Operator	20.28
23460 - Instrument Mechanic	19.98
23470 - Laborer	11.79
23500 - Locksmith	18.95
23530 - Machinery Maintenance Mechanic	20.51
23550 - Machinist, Maintenance	21.52
23580 - Maintenance Trades Helper	14.54
23640 - Millwright	19.70
23700 - Office Appliance Repairer	18.95
23740 - Painter, Aircraft	21.29
23760 - Painter, Maintenance	18.95
23790 - Pipefitter, Maintenance	20.94
23800 - Plumber, Maintenance	19.86
23820 - Pneudraulic Systems Mechanic	19.98
23850 - Rigger	19.98
23870 - Scale Mechanic	17.88
23890 - Sheet-Metal Worker, Maintenance	19.98
23910 - Small Engine Mechanic	20.05
23930 - Telecommunication Mechanic I	19.41

23931 - Telecommunication Mechanic II	20.45
23950 - Telephone Lineman	20.93
23960 - Welder, Combination, Maintenance	19.98
23965 - Well Driller	19.98
23970 - Woodcraft Worker	19.98
23980 - Woodworker	15.32
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	11.37
24580 - Child Care Center Clerk	15.86
24600 - Chore Aid	8.86
24630 - Homemaker	16.45
25000 - Plant and System Operation Occupations	
25010 - Boiler Tender	22.20
25040 - Sewage Plant Operator	19.52
25070 - Stationary Engineer	22.20
25190 - Ventilation Equipment Tender	13.85
25210 - Water Treatment Plant Operator	19.72
27000 - Protective Service Occupations	
(not set) - Police Officer	21.76
27004 - Alarm Monitor	15.26
27006 - Corrections Officer	17.69
27010 - Court Security Officer	19.46
27040 - Detention Officer	18.29
27070 - Firefighter	19.72
27101 - Guard I	9.51
27102 - Guard II	12.53
28000 - Stevedoring/Longshoremen Occupations	
28010 - Blocker and Bracer	16.76
28020 - Hatch Tender	16.76
28030 - Line Handler	16.76
28040 - Stevedore I	15.76
28050 - Stevedore II	17.78
29000 - Technical Occupations	
21150 - Graphic Artist	20.52
29010 - Air Traffic Control Specialist, Center (2)	29.85
29011 - Air Traffic Control Specialist, Station (2)	20.59
29012 - Air Traffic Control Specialist, Terminal (2)	22.67
29023 - Archeological Technician I	15.52
29024 - Archeological Technician II	17.35
29025 - Archeological Technician III	21.51
29030 - Cartographic Technician	22.87
29035 - Computer Based Training (CBT) Specialist/ Instructor	25.84
29040 - Civil Engineering Technician	19.56
29061 - Drafter I	13.01
29062 - Drafter II	16.29
29063 - Drafter III	18.30
29064 - Drafter IV	22.87
29081 - Engineering Technician I	16.15
29082 - Engineering Technician II	18.75
29083 - Engineering Technician III	22.54
29084 - Engineering Technician IV	25.86
29085 - Engineering Technician V	31.62
29086 - Engineering Technician VI	38.26
29090 - Environmental Technician	19.29
29100 - Flight Simulator/Instructor (Pilot)	30.54
29160 - Instructor	23.97
29210 - Laboratory Technician	16.87
29240 - Mathematical Technician	23.39
29361 - Paralegal/Legal Assistant I	18.38
29362 - Paralegal/Legal Assistant II	23.44

29363 - Paralegal/Legal Assistant III	28.68
29364 - Paralegal/Legal Assistant IV	34.69
29390 - Photooptics Technician	22.87
29480 - Technical Writer	25.08
29491 - Unexploded Ordnance (UXO) Technician I	18.97
29492 - Unexploded Ordnance (UXO) Technician II	22.96
29493 - Unexploded Ordnance (UXO) Technician III	27.51
29494 - Unexploded (UXO) Safety Escort	18.97
29495 - Unexploded (UXO) Sweep Personnel	18.97
29620 - Weather Observer, Senior (3)	21.32
29621 - Weather Observer, Combined Upper Air and Surface Programs (3)	18.30
29622 - Weather Observer, Upper Air (3)	18.30
31000 - Transportation/ Mobile Equipment Operation Occupations	
31030 - Bus Driver	15.95
31260 - Parking and Lot Attendant	8.62
31290 - Shuttle Bus Driver	12.94
31300 - Taxi Driver	10.99
31361 - Truckdriver, Light Truck	12.37
31362 - Truckdriver, Medium Truck	15.72
31363 - Truckdriver, Heavy Truck	18.40
31364 - Truckdriver, Tractor-Trailer	18.40
99000 - Miscellaneous Occupations	
99020 - Animal Caretaker	9.33
99030 - Cashier	8.53
99041 - Carnival Equipment Operator	11.78
99042 - Carnival Equipment Repairer	12.69
99043 - Carnival Worker	7.93
99050 - Desk Clerk	9.78
99095 - Embalmer	19.04
99300 - Lifeguard	9.97
99310 - Mortician	22.94
99350 - Park Attendant (Aide)	12.52
99400 - Photofinishing Worker (Photo Lab Tech., Darkroom Tech)	9.81
99500 - Recreation Specialist	15.94
99510 - Recycling Worker	14.06
99610 - Sales Clerk	10.49
99620 - School Crossing Guard (Crosswalk Attendant)	11.37
99630 - Sport Official	11.24
99658 - Survey Party Chief (Chief of Party)	16.41
99659 - Surveying Technician (Instr. Person/Surveyor Asst./Instr.)	15.60
99660 - Surveying Aide	10.20
99690 - Swimming Pool Operator	13.54
99720 - Vending Machine Attendant	10.43
99730 - Vending Machine Repairer	13.54
99740 - Vending Machine Repairer Helper	11.02

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$2.36 an hour or \$94.40 a week or \$409.07 a month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)

2) APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL: An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.

3) WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employee (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

**** NOTES APPLYING TO THIS WAGE DETERMINATION ****

Source of Occupational Title and Descriptions:

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations," Fourth Edition, January 1993, as amended by the Third Supplement, dated March 1997, unless otherwise indicated. This publication may be obtained from the Superintendent of Documents, at 202-783-3238,

or by writing to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Copies of specific job descriptions may also be obtained from the appropriate contracting officer.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation) and computes a proposed rate).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title), a Federal grade equivalency (FGE) for each proposed classification), job description), and rationale for proposed wage rate), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper. When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

~~~~~



## 1. Introduction.

The Navy has revitalized its Value Engineering (VE) program based on direction from the highest levels within the Department. This renewed VE effort is evident in the annual VE savings goals and training requirements already promulgated throughout the Navy Contracting System. To monitor and enhance the effectiveness of this initiative, the achievement of VE objectives has been incorporated, where appropriate, into Navy personnel performance appraisals. The policy of realizing maximum VE application in Navy contracts is being implemented and carefully reviewed throughout all levels of the Department of the Navy. However, to ensure this program's success, the active support, cooperation, and participation of the contractor community is required. We strongly invite your interest and involvement in the VE program, and believe that the mutual benefits realized thereby will be readily apparent in the following overview of VE methodology and procedures.

## 2. Definitions, Policy and Procedures.

a. VE is a process of systematically analyzing functional requirements to achieve the essential functions in the most cost effective manner consistent with requisite performance, reliability/maintainability, and safety standards. It shares the same basic objectives and philosophy as other value improvement terms such as Value Analysis, Value Control, Value Management etc. As a management discipline, VE has been successfully applied across the entire spectrum of the acquisition and support process. Its application is not and should not be limited by the term "engineering" to hardware design and production. VE is a fundamental approach which challenges even basic premises (including the need for the product's existence) in light of viable substitutes. Because of this perspective, VE may be applied to systems, equipment, facilities, procedures, methods, software and supplies. VE's application in these various areas has resulted in more suitable products, cost savings and increased profits to the contractors.

b. Contractors participate in the Navy VE program by two (2) means:

(1) Voluntarily suggest methods for performing more economically and share in any resulting savings. Known as the "incentive" approach.

(2) Comply with contract clauses which require a specific program be established to identify and submit to the government methods for performing more economically. This requirement is incorporated as a separate priced line item of the contract and must meet minimum requirements of MIL-STD-1771. Known as the "Program Requirement" or "Mandatory" approach.

c. Basic policies for the VE program are set forth in FAR 48.102. Key features include:

(1) Agencies shall provide contractors a substantial financial incentive to develop and submit VECP"s.

(2) Agencies shall provide contractors objective and expeditious processing of VECP"s.

(3) Agencies shall encourage subcontractors to submit VECP"s by requiring the prime to incorporate VE clauses in appropriate subcontracts.

(4) VE incentive payments do not constitute profit or fee within the limitation imposed by 10 U.S.C. 2036(d) and 41 U.S.C. 254(b).

d. VECP"s can significantly increase profit. Contractors may share up to 55% of net savings, 50% of royalties and 20% of annual collateral savings when their cost reduction ideas are adopted.

e. VE program output can be considerably improved through the formal training of the personnel involved. Such training is available on-site from private VE consultants and varies from straight classroom instruction to actual "hands-on" in-house VE projects guided by the instructor. This type of training may be courses available. The "Contractual Aspects of VE" (CAVE), taught by the United States Air Force Institute of Technology School of Systems and Logistics at Wright Patterson Air Force Base; and the "Principles and Applications of VE" (PAVE), taught by the Army Management Engineering Training Activity at Rock Island. Both the CAVE and PAVE courses are open to government contractor personnel on a space available basis and attendance is encouraged.



### 3. VE Methodology.

It is unnecessary for contractors to "reinvent the wheel" by making large investments of time/energy/money to develop formal VE analysis techniques. A formal methodology consisting of seven (7) distinct elements has already been developed, tested and proven in extended use over the year. This methodology (as shown in the DOD Manufacturing Management Handbook for Program Managers) may be applied from the component level up to and including entire systems. In specific cases, some elements may be considered "givens" and rigidly following the elements in sequence may not be necessary. These seven (7) elements are:

(1) VE Project Selection - The choice of system, service, hardware, component, requirement, etc., for VE application.

(2) Determination of Function - Analysis and definition of the function of the selected VE project to answer the question. "What does it do?" The function itself may be questioned (i.e., is it necessary?).

(3) Information Gathering - Collection and assembly of all necessary information concerning the VE item selected. Allows the VE personnel to become intimately familiar with the item while answering the questions, "What does it cost?" and "What is this function worth?"

(4) Development of Alternatives - Perhaps the most important element of the seven. Where an alternative is being sought, the use of free imagination, tempered with experience, will develop the best ideas. In initial "brainstorming" sessions, all ideas, even the wildest, should be duly recorded and considered. Don't constrain yourself to a conservative approach at this time. This element will provide an answer to the question, "What else can perform this function?"

(5) Analysis of Alternatives - Through this analysis, it is possible to "weed out" those ideas which appear technically or financially unfeasible. This analysis permits the selection of an alternative(s) for further feasibility testing based on the resulting cost estimates. This element answers the question, "What is the cost of the alternative(s)?"

(6) Feasibility Testing and Function Verification - Determines that the selected alternative(s) can perform the required function and are technically feasible. A viable alternative must provide the essential functional performance and be capable of being implemented. This element provides answers to the questions, "Are the alternatives technically feasible?" and "Does the alternative provide the essential function?"

(7) Preparation and Submission of Proposals - The final section, documentation and formal VECP preparation of the alternative. The VECP must be prepared and submitted in accordance with the requirements of the contract.

Additional detailed guidance in utilizing formal VE methodology may be found in DOD Handbook 5010.8-H "Value Engineering" as well as in courses called out in para 2e above.

#### 4. Sharing Mechanisms.

VE shall be implemented in Navy contracts by clauses identifying either the "incentive" or "mandatory" methods discussed in para 2b above. The following table summarizes possible sharing arrangements under the different methods and by type of contract.

# GOVERNMENT/CONTRACTOR SHARES OF NET ACQUISITION SAVINGS

(figures in percent)

## Sharing Agreement

| Contract Type                                   | Incentive<br>(Voluntary)    |                                  | Program Requirement<br>(Mandatory) |                                  |
|-------------------------------------------------|-----------------------------|----------------------------------|------------------------------------|----------------------------------|
|                                                 | Instant<br>contract<br>rate | Concurrent<br>and future<br>rate | Instant<br>contract<br>rate        | Concurrent<br>and future<br>rate |
| Fixed-price (other<br>than incentive)           | 50/50                       | 50/50                            | 75/25                              | 75/25                            |
| Incentive (fixed-<br>price or cost)             | *                           | 50/50                            | *                                  | 75/25                            |
| Cost-reimbursement<br>(other than<br>incentive) | 75/25                       | 75/25                            | 85/15                              | 85/15                            |

\*Same sharing arrangement as the contract's profit or fee adjustment formula.

\*\*Includes cost-plus-award-fee contracts.

A contractor may be entitled to share in VE savings in two (2) different ways. The first results from savings on the acquisition of the product. Acquisition savings may accrue on your current contract, on other concurrent contracts where the VECP savings applies and on future contracts which incorporate the VECP. The other type of savings is collateral savings. Collateral savings are those in any other area such as logistics support, operations or other ownership savings which accrue to the government as a result of accepting a VECP. The contractor is entitled to share in both acquisition savings and collateral savings. The extent of the sharing and types of savings shared are to be negotiated on a case-to-case basis depending on the nature of the VECP and subject to the sharing limits of the above table.

## PAST PERFORMANCE QUESTIONNAIRE

To be completed by Customer

Please complete the questionnaire and FAX to NSWCDD, Contracting Officer – Code XDS12, Dahlgren, VA, (540)653-4089.

### I. Contractor Identification

A. Contractor:

---

---

---

B. Contract Number: \_\_\_\_\_

C. Contract Type: \_\_\_\_\_

D. Competitive Award: ( ) YES ( ) NO

E. Period of Performance: \_\_\_\_\_

F. Total Contract Price: \_\_\_\_\_

G. Description of product or services provided: \_\_\_\_\_

---

---

H. Location of Contract Performance: \_\_\_\_\_

I. Major Subcontractors: \_\_\_\_\_

---

J. Was the contract terminated for default: ( ) YES ( ) NO

K. Customer/Agency Identification:

Agency \_\_\_\_\_

Address \_\_\_\_\_

Point of Contact/Telephone \_\_\_\_\_

Signature of Respondent \_\_\_\_\_

\*Only offerors Not Included in the Contractor Performance Assessment Reporting System (CPARS) should submit questionnaires to support past performance.

**II. Past Performance Evaluation** (Please circle the most appropriate answer)

**A. Quality of product or services**

1. The quality of products/services received under the contract was:

Excellent      Good      Satisfactory      Marginal      Unacceptable

Comments: \_\_\_\_\_

2. The quality of the Contractor's required documentation was:

Excellent      Good      Satisfactory      Marginal      Unacceptable

Comments: \_\_\_\_\_

3. The Contractor's compliance with contract terms and conditions was:

Excellent      Good      Satisfactory      Marginal      Unacceptable

Comments: \_\_\_\_\_

**B. Schedule – Timeliness of Performance**

1. The Contractor's timeliness in meeting interim milestones was:

Excellent      Good      Satisfactory      Marginal      Unacceptable

Comments: \_\_\_\_\_

2. The Contractor's timeliness in completing the entire effort, including contract transition was:

Excellent      Good      Satisfactory      Marginal      Unacceptable

Comments: \_\_\_\_\_

3. Were liquidated damages or other penalties assessed for failure to meet schedule?  
( ) YES ( ) NO

Explain: \_\_\_\_\_

### **C. Cost Control – Pricing, Billings and Proposals**

1. Was contracted effort performed within original negotiated price?  
( ) YES ( ) NO

Explain: \_\_\_\_\_

2. Did the Contractor submit requests for upward price adjustment?  
( ) YES ( ) NO

Explain: \_\_\_\_\_

3. The Contractor's overall ability to perform within negotiated price was:

Excellent      Good      Satisfactory      Marginal      Unacceptable

Comments: \_\_\_\_\_

4. If the Contract was subject to the Service Contract Act, the Contractor's compliance was:

Excellent      Good      Satisfactory      Marginal      Unacceptable

Comments: \_\_\_\_\_

### **D. Business Relations**

1. The Contractor's reliability in carrying out the effort, including prompt notification of problems was:

Excellent      Good      Satisfactory      Marginal      Unacceptable

Comments: \_\_\_\_\_

2. The Contractor's demonstrated ability to be reasonable, cooperative and flexible when appropriate, and to respond to technical guidance and direction was:

Excellent      Good      Satisfactory      Marginal      Unacceptable

Comments: \_\_\_\_\_

**E. Management of Key Personnel**

1. The contractor's performance in regard to management of Key personnel was:

Excellent      Good      Satisfactory      Marginal      Unacceptable

Comments: \_\_\_\_\_